

BUS AIR CONDITIONING MECHANIC LEADWORKER

DEFINITION

Under general supervision, performs leadworker duties and maintains and repairs HVAC (heating, ventilation and air conditioning), and refrigeration equipment on City Transit buses.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Equipment Supervisor. This class provides lead direction; exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Bus Air Conditioning Mechanic Leadworker is the advanced working/lead class in the Bus Air Conditioning Mechanic series. The incumbent provides lead direction over a group of mechanics who perform specialized repairs and maintenance on the heating, cooling, and refrigeration equipment of City Transit buses. This class differs from Bus Air Conditioning Mechanic II in that incumbents of the latter do not possess leadworker responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Assigns, coordinates, and monitors the work of personnel in the maintenance and repair of bus HVAC and refrigeration systems.

Schedules and monitors maintenance and repairs on all bus air conditioning and related equipment; ensures quality control.

Conducts training of personnel in the proper repair, maintenance, and rebuilding of bus HVAC, and refrigeration components.

Inspects and tests heating, cooling, and refrigeration systems for leaks, worn or defective parts, or other malfunctions.

Performs major overhauls and routine maintenance and repair on HVAC and refrigeration equipment.

Analyzes operating efficiency of ventilation units; makes improvements or modifications.

Adjusts valves, gauges, thermostats, and other controls.

Drains and/or adds coolant as required.

Maintains records for preventive maintenance, inventory, and re-supply of components and parts; prepares status and similar informational reports; prepares bid specifications.

Uses mechanical hand and power tools and equipment of the trade.

Performs bus exchanges and road calls including repairing vehicles in the field.

Reads and interprets technical documents related to bus air conditioning.

Maintains a clean work area and assists with cleaning of shop area and equipment.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Theory and operating principles of automotive heating, cooling, and refrigeration systems.

Methods, materials, equipment, tools, and techniques used in the repair, maintenance, and installation of automotive (HVAC) and refrigeration systems.

Basic supervision and scheduling techniques.

Automotive electrical systems.

The occupational hazards and safety precautions of the trade, including the handling of hazardous material.

Skill/Ability to:

Use hand and mechanized tools, gauges, and instruments.

Operate a motor vehicle safely.

Troubleshoot and diagnose defects or problems in transit vehicles particularly related to HVAC systems.

Adapt available tools and parts to specific repair problems.

Work from blueprints, sketches, and pencil diagrams.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

Three (3) years of full-time paid experience as a refrigeration mechanic involving work on automotive, residential, or industrial HVAC systems.

Special Requirement(s):

Possession of a valid California Commercial Class B Driver's License with passenger endorsement and without airbrake restrictions is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Possession of the two (2) following valid certificates issued by the National Institute for Automotive Service Excellence (ASE) in the Bus Transit (H) Series is required at the time of application and continued maintenance throughout the entire term of employment:

- Electrical/Electronic Systems (H6)
- Heating Ventilation & Air Conditioning (H7)

Possession of valid United States Environmental Protection Agency (EPA) 608 and 609 certifications is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

DATE: 10/20/2025

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