

## REFRIGERATION SUPERVISOR

### DEFINITION

Manages, plans, assigns, inspects, and supervises the installation, repair, and servicing of refrigeration equipment and systems throughout the District.

### TYPICAL DUTIES

- Plans, schedules, assigns, and supervises employees engaged in the installation, service, and repair of refrigeration equipment.
- Performs or supervises the inspection of refrigeration equipment submitted by vendors for compliance with specifications, and recommends approval or disapproval.
- Evaluates equipment failures and establishes priorities for repair.
- Schedules preventive maintenance, service, and technical on-the-job training.
- Coordinates refrigeration work with other maintenance work by conferring with other craft supervisors.
- Provides technical information on design and construction, maintenance costs, and related data concerning refrigeration equipment.
- Makes cost estimates of refrigeration repair jobs.
- Maintains records of service and repair work performed, parts used, and total job costs.
- Reviews time reports for cost and amount of time spent on various refrigeration repair and service work.
- Enters work order and requisition data utilizing computer systems.
- May participate or assist in obtaining contracts from private vendors.
- Confers with school administrators, maintenance supervisor personnel, and contractors regarding the refrigeration needs of the District.
- Establishes and maintains an inventory of emergency repair parts and equipment.
- May interact with, coordinate, and inspect the work of contractors.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Refrigeration Supervisor manages, plans, assigns, inspects, and is responsible for the servicing and repair of refrigeration equipment throughout the District, is responsible for the inspection and approval of new equipment submitted by vendors, and is the technical advisor to administrators on refrigeration matters.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a local district maintenance and operations area.

A Refrigeration Fitter inspects, installs, and performs skilled repair work on various types of refrigeration units.

### SUPERVISION

General direction is received from a designated supervisor or manager. Technical direction is received from a Heating and Air Conditioning Technical Supervisor. General supervision is exercised over lower-level employees.

## CLASS QUALIFICATION

### Knowledge of:

Principles of organization, personnel management, and progressive disciplinary procedures  
Pertinent employee health and safety laws, regulations, and District policies and procedures  
Pertinent provisions of labor contracts  
City, County, State, Federal, and other codes that concern the installation and operation of refrigeration equipment  
Regulations regarding Indoor Air Quality, Clean Air Act, and proper handling of ozone harming refrigerants  
District regulations regarding placement of equipment in buildings  
Materials, equipment, and tools used in the installation, repair, and maintenance of refrigeration and large industrial cooling systems  
Refrigeration theory  
Characteristics of compressors, evaporators, condensers, receivers, heat exchangers, expansion valves, pumps, electric motors, and controls  
Safety regulations and practices of the trade  
Microsoft Windows operating systems  
Microsoft Word, Excel, and Outlook

### Ability to:

Read and interpret blueprints, plans, drawings, and specifications  
Enter and retrieve information using computers  
Recognize, analyze, and deal effectively with problems and issues  
Estimate cost of materials and labor  
Communicate effectively, both orally and in writing  
Work effectively with administrators, other District personnel, and the public  
Work well under pressure of multiple priorities and short deadlines  
Manage through direct reporting personnel  
Supervise, train, and evaluate the work of direct and non-direct reporting personnel  
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment  
Maintain confidentiality

### Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision and communications.

### Experience:

Four years of journey-level heating and air conditioning or refrigeration repair experience, including one year of experience in estimating, scheduling, and generating performance contracts using an asset management system.

Special:

Certification of competence of chlorofluorocarbon license type "Universal" in accordance with Environmental Protection Agency (EPA) rule 608 of the Clean Air Act of 1990.  
A valid California Driver License  
Use of an automobile.

SPECIAL NOTE:

Employment is subject to medical clearance.  
Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, by not limited to, asbestos and lead.  
A Facilities Planner Program Certificate is required by completion of the probation period.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
2-27-17  
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