

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**REFRIGERATION MECHANIC-LICENSED**

**JOB DESCRIPTION**

Employees in this job participate in and oversee the installation of refrigeration, air conditioning, heating, pneumatic control, and humidity control systems as part of construction, remodeling, and preventive maintenance projects at state agencies.

There are two classifications in this job.

**Position Code Title - Refrigeration Mechanic Lic-E**

Refrigeration Mechanic-Licensed E10

This is the experienced level. The employee obtains permits and performs skilled assignments involving installation of refrigeration, air conditioning, and humidity control systems as required by law as a part of construction and remodeling projects. The employee uses considerable independent judgment in making decisions without the availability of supervision. Employees are responsible for obtaining proper permits as required by law.

**Position Code Title - Refrigeration Mechanic Lic-A**

Refrigeration Mechanic-Licensed 11

This is the advanced level. The employee, as a crew leader, obtains permits and performs refrigeration mechanic work as required by law and directs inmate crews and/or oversees lower-level Refrigeration Mechanics and others in the assembly and installation of refrigeration mechanic and related systems on construction and remodeling projects. Employees are responsible for obtaining proper permits as required by law.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Serves as the licensed refrigeration mechanic (mechanical contractor) on-site at the construction or remodeling project.

Obtains proper permits as required by law to carry out refrigeration mechanic work on the construction or remodeling project.

Arranges for state inspection and final approval of work projects according to State and national codes.

Installs refrigeration, air conditioning, heating, pneumatic control, and humidity control systems.

May instruct lower-level Refrigeration Mechanics, Trades Helpers, and prisoners in refrigeration mechanic work.

Works from blueprints, schematics, wiring diagrams, and other plans and specifications in order to independently construct, assemble, and install refrigeration equipment.

May explain refrigeration and cooling systems and their operation to maintenance employees, and train them in methods of basic maintenance and repair.

Performs related work as assigned.

## **Additional Job Duties**

### **Refrigeration Mechanic-Licensed 11 (Crew Leader)**

Inspects completed work for conformance to instructions and specifications.

Interprets work specifications and assigns repair and installation tasks to workers.

Assigns work to lower-level Refrigeration Mechanics, Trades Helpers, or prisoners.

Provides instruction and training in the proper methods and processes necessary to carry out refrigeration, air conditioning, heating, and humidity control assignments.

Reviews subordinates' job performance by observing and critiquing work techniques and completed assignments.

Prepares written reports on ongoing projects and on the condition of machinery.

Develops, plans, and estimates for refrigeration, air conditioning, heating, and humidity control projects; includes determining time, equipment, and human and material resources needed to complete the work.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the theory, methods, practices, tools, and equipment of the refrigeration mechanic's trade.

Knowledge of the qualities, properties, and uses of the various refrigerant fluids and associated chemicals.

Knowledge of the operating principles and characteristics of the various types of refrigeration, pneumatic control, and air conditioning systems.

Knowledge of basic electricity and electrical and solid state control systems.

Skill in the use of mechanics', electricians', and plumbers' tools used in the trade.

Ability to apply the theory, technique, principles, and processes of the refrigeration mechanic's trade.

Ability to apply shop mathematics to practical problems such as computing dimensions and laying out work.

Ability to read, understand, and work from blueprints, specifications, and schematics.

### **Additional Knowledge, Skills, and Abilities**

#### **Refrigeration Mechanic-Licensed 11 (Crew Leader)**

Ability to develop plans and estimates for major projects.

Ability to train and direct others in the work.

## **Working Conditions**

The work requires regular and recurring exposure to gas, dirt, grease, chemicals and electricity.

Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Some jobs require travel.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require direct contact with prisoners and/or patients.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to lift and/or move heavy objects.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Refrigeration Mechanic-Licensed E10**

Four years of experience in the refrigeration mechanic trade, including two years performing skilled refrigeration mechanic assignments.

#### **Refrigeration Mechanic-Licensed 11**

Five years of experience in the refrigeration mechanic trade, including one year equivalent to a Refrigeration Mechanic E9.

### **Alternate Education and Experience**

#### **Refrigeration Mechanic-Licensed E10 - 11**

Completion of a refrigeration mechanic's vocational training program that included commercial or industrial level instruction may be substituted for two years of experience.

### **Special Requirements, Licenses, and Certifications**

Some positions are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions may be assigned maintenance, service, repair, or disposal duties that could reasonably be expected to release refrigerants into the atmosphere requiring certification in compliance with Section 608 of the Clean Air Act of 1990, as amended.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

Possession of a mechanical contractor's license issued by the State of Michigan.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

REFGMCLIC

### **Job Code Description**

REFRIGERATION MECHANIC-LICENSED

### **Position Title**

Refrigeration Mechanic Lic-E

### **Position Code**

REFRLICE

### **Pay Schedule**

A31-017

Refrigeration Mechanic Lic-A

REFRLICA

A31-018

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