

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**REFRIGERATION MECHANIC**

**JOB DESCRIPTION**

Employees in this job participate in and oversee the installation of heating, ventilation, air conditioning (HVAC), and refrigeration systems.

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

Refrigeration Mechanic 7

This is the entry level. The employee performs a range of Refrigeration Mechanic assignments while learning the methods of the work.

Refrigeration Mechanic 8

This is the intermediate level. The employee performs an expanding range of Refrigeration Mechanic assignments in a developing capacity.

Refrigeration Mechanic E9

This is the experienced level. The employee performs a full range of Refrigeration Mechanic assignments and uses independent judgment to make decisions in specific work situations.

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

Refrigeration Mechanic 10

This is the advanced level. The employee functions as a crew leader overseeing the work of lower-level Refrigeration Mechanics, prisoners, and/or others and performing experienced-level Refrigeration Mechanic assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**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.

Installs HVAC, refrigeration, pneumatic control, and humidity control systems.

Studies blueprints and schematics and determines methods, materials, and equipment needed to complete assignments.

Disassembles, reassembles, repairs, and replaces heating and cooling systems.

Provides preventive maintenance on HVAC systems.

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

Maintains inventory and requisitions equipment, supplies, and materials.

Assists in training others in work techniques.

Performs related work and other tasks as assigned.

## **Additional Job Duties**

### **Refrigeration Mechanic 10 (Crew Leader)**

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

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

Prepares written reports on projects and on the condition of equipment.

Develops, plans, and estimates for projects; includes determining time, equipment, and human and material resources needed to complete the work.

## **JOB QUALIFICATIONS**

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

**NOTE:** Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the standard practices, materials, tools, and equipment used in the HVAC and refrigeration mechanic trade.

Knowledge of refrigerant fluids and associated chemicals.

Knowledge of HVAC and refrigeration systems.

Knowledge of the principles of electricity and electronic solid state systems.

Skill in using tools and equipment of the HVAC and refrigeration mechanic trade.

Ability to make mathematical computations.

Ability to follow blueprints, specifications, and instructions.

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

#### **Refrigeration Mechanic 10 (Crew Leader)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

### **Working Conditions**

The job requires an employee be exposed to gas, dirt, grease, chemicals, and noxious fumes and odors.

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

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 7**

No specific type or amount required.

### **Refrigeration Mechanic 8**

Two years of experience assisting skilled trades workers in the HVAC or refrigeration mechanic trade, such as heating and cooling, hydronic heating, refrigeration cooling, or mechanical contractor or inspector.

### **Refrigeration Mechanic E9**

Four years of experience in the HVAC or refrigeration mechanic trade, such as heating and cooling, hydronic heating, refrigeration cooling, or mechanical contractor or inspector, including one year equivalent to a Refrigeration Mechanic 8.

### **Refrigeration Mechanic 10**

Five years of experience in the HVAC or refrigeration mechanic trade, such as heating and cooling, hydronic heating, refrigeration cooling, or mechanical contractor or inspector, including one year equivalent to a Refrigeration Mechanic E9.

## **Alternate Education and Experience**

### **Refrigeration Mechanic 8 - 10**

Completion of a vocational training program in refrigeration mechanics that includes commercial or industrial level instruction may be substituted for two years of experience assisting skilled trades workers.

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

See individual position descriptions.

**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**

REFRIGMCH

### **Job Code Description**

REFRIGERATION MECHANIC

### **Position Title**

Refrigeration Mechanic-A

Refrigeration Mechanic-E

### **Position Code**

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REFRMCHE

### **Pay Schedule**

A31-012

A31-029

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02/18/2024