

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6390

**TITLE:** REFRIGERATION AND AIR-CONDITIONING SUPERVISOR

**GRADE:** S-20

**DEFINITION:**

Under direction, supervises and coordinates activities of workers engaged in repair and replacement of window, zone, and central air conditioner units, refrigeration equipment, appliances and all related components; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Plans, assigns, and supervises the inspection, servicing, adjusting, repair and replacement of residential and commercial window, zone, and central air-conditioning units and refrigeration equipment, appliances and related fixtures and components;

Plans, schedules, oversees and participates in the installation, service and repair of heating systems, to include gas fired boilers and heat pumps, electrical work such as wiring, lighting, security systems and fire alarm systems;

Inspects work in progress and upon completion for conformance with prescribed specification and safety standards;

Assists air-conditioning and refrigeration equipment mechanics in diagnosing and repairing equipment that is complex;

Prepares nonair-conditioning season work schedule for the cleaning and maintenance of units and controls in cooperation with production control;

Inspects equipment for operating efficiency and safety standards;

Maintains work schedule for the periodic inspection and routine servicing of refrigeration equipment;

Plans, coordinates and oversees mechanical contracts;

Prepares estimates of time and materials needs;

Reviews incoming and completed work orders and maintains related records;

Checks supply stock, requisitions parts and supplies;

Keeps informed of latest developments in air-conditioning and refrigeration and trains mechanics accordingly.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the approved methods and practices involved in replacing, repairing, and maintaining of refrigeration and air conditioning equipment;

Considerable knowledge of electrical circuits and wiring schematics;

Considerable knowledge of the properties and safety standards of various refrigerants;

Considerable knowledge of the characteristics of various refrigeration and air-conditioning systems.

Ability to plan, assign, supervise, and inspect the work of refrigeration equipment and air-conditioning mechanics;

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Page 2

Ability to diagnose defects and failures in refrigeration and air-conditioning equipment and to prescribe corrective measures;

Ability to work from diagrams, sketches, and oral instructions and to prepare time and material estimates.

Skill in the proper use and maintenance of the tools and instruments common to refrigeration and air-conditioning repair and testing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by a state department of education; plus eight years of increasingly responsible experience in the maintenance and repair of both refrigeration and air-conditioning equipment.

REFORMATTED/REVISED: December 3, 2007