



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANIC AND INSTALLER SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Heating, Air Conditioning, & Refrig Supv.	U9021S	55	60

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### **Purpose**

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees\*\*, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Installs or repairs heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

#### **Nature of Work**

Heating, Air-Conditioning, and Refrigeration Mechanic and Installer Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and installs, maintains, and repairs such systems. Because heating, ventilation, air-conditioning, and refrigeration systems often are referred to as HVACR systems.

Heating, air-conditioning, and refrigeration systems consist of many mechanical, electrical, and electronic components, such as motors, compressors, pumps, fans, ducts, pipes, thermostats, and switches. In central forced air heating systems, for example, a furnace heats air, which is then distributed through a system of metal or fiberglass ducts. They maintain, diagnose, and correct problems throughout the entire system. To do this, they adjust system controls to recommended settings and test the performance of the system using special tools and test equipment.

Refrigeration Mechanics install, service, and repair industrial and commercial refrigerating systems and a variety of refrigeration equipment. They follow blueprints, design specifications, and manufacturers' instructions to install motors, compressors, condensing units, evaporators, piping, and other components. They connect this equipment to the ductwork, refrigerant lines, and electrical power source. After making the connections, refrigerator mechanics charge the system with refrigerant; check it for proper operation and leaks, and program control systems. When air-conditioning and refrigeration technicians service equipment, they must use care to conserve, recover, and recycle the refrigerants used in air-conditioning and refrigeration systems. The release of these refrigerants can be harmful to the environment.

Heating, Air-Conditioning, and Refrigeration Mechanics and Installers are adept at using a variety of tools to work with refrigerant lines and air ducts, including hammers, wrenches, metal snips, electric drills, pipe cutters and benders, measurement gauges, and acetylene torches.

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They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components.

### Distinguishing Characteristics

*The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Employees in this Role perform the most complex repairs and provide training to less experienced staff co-workers in the installation, servicing, and maintenance of heating, cooling, and installation systems.
- Employees recommend and implement changes in operation and scheduling to enable work to flow smoothly.
- Employees are responsible for record keeping and budgets and work on projects of a large scope or high complexity.

### Recommended Education and Experience for Full Performance

High School Diploma or GED and two (2) years of experience in heating, air conditioning, ventilation and refrigeration maintenance and/or installing and repairing refrigeration and heating systems, one (1) year of which must be supervisory.

### Minimum Qualifications

High School Diploma or GED and one (1) year experience in heating, air conditioning, ventilation and refrigeration maintenance and/or installing and repairing refrigeration and heating systems.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### Knowledge

**Leadership** - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

**Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

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**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

**Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Physics** — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

### Skills

**Leadership** - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

**Installation** — Installing equipment, machines, wiring, or programs to meet specifications.

**Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

**Repairing** — Repairing machines or systems using the needed tools.

**Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

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**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Operation and Control** — Controlling operations of equipment or systems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one

**Statutory Requirements:** Applicants must be licensed in accordance with NMSA 1978, Section 60-13-33, 36, 38 and 39 and NMSA 1978, Sections 60-13-9., B, and K.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt.

**Bargaining Unit:** Not covered

**Established:** 07/27/2012      **Revised:**

*\*\*Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

*\*\*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*