

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**REFRIGERATION AND AIR CONDITIONING REPAIRER**

**Position Code: K7600**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs journeyman tasks in the installation, maintenance and repair of refrigeration and air conditioning equipment; may supervise or instruct unskilled workers in performing or assisting with similar tasks.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Installs refrigeration and air conditioning equipment.
2. Makes major and minor repairs to refrigeration and air conditioning equipment, drinking water coolers, furnaces, humidifiers, and boiler controls.
3. Makes monthly inspection of all equipment; lubricates and cleans equipment as needed.
4. Makes estimates of materials and time needed for jobs.
5. May instruct and supervise unskilled workers.
6. Performs other duties as requires or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school and experience necessary to qualify as a journeyman refrigeration and air conditioning repairman.

**Knowledge, Skills and Abilities**

Requires working knowledge of the tools, materials, methods and standard practices of the trade.  
Requires ability to instruct and direct unskilled workers.  
Requires ability to prepare work and equipment condition reports.  
Requires ability to read, interpret and work from drawings and sketches.  
Requires skill in the use of the tools of the trade.  
Requires willingness to travel and possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission – February 9, 1982  
Effective – February 9, 1982

Revisions approved by the Secretary of State Merit Commission - July 19, 2006  
Effective - July 19, 2006