

## Supervisor, Heating Ventilation & Air-Conditioning

**FLSA Status:** Non-Exempt

**Pay Grade:** 19

**Job Title ID:** 16251

**Job Series/Job Family:** Business Services Series / HVAC Family

### Reports To

Director, Building and Grounds

### Job Purpose

To supervise, direct, implement and evaluate the maintenance, installation, and repair of all College heating, ventilating, and air conditioning equipment, including the supervision of personnel.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Directs repair and maintenance of existing HVAC equipment including air handlers, chilling and heating systems, air quality equipment (including energy recovery make-up, exhausted air systems, and laboratory vent hoods); checks chemical treatment of chilled water and boilers.
2. Coordinates work between HVAC crew and maintenance, electrical, and carpentry departments, project managers, campus managers, and outside contractors.
3. Writes and receives work orders; plans, supervises, and monitors work of HVAC technicians for the day crew and assigns work for completion by night crew.
4. Inspects and evaluates condition of mechanical equipment in existing College buildings and recommends corrective action; implements repairs or revisions including design changes both in house or on outside projects; insures installation and repairs are performed in accordance with all federal, state, and local codes.
5. Estimates cost for repairs, replacement, and installation of large and small mechanical HVAC equipment for heating, cooling, air moving, pumping, building automation, and plumbing; projects future repairs and department equipment needs for the budget process.
6. Develops and maintains preventative maintenance programs for major mechanical equipment on all campuses.
7. Interviews and evaluates new HVAC staff and serves on hiring committees for other departments; supervises, trains, and evaluates assigned staff.
8. Provides technical assistance in diagnosis and report of mechanical systems.
9. Identifies training needs of staff and facilitates delivery of training. Trains HVAC technicians in procedures and usage of equipment.
10. Ensures appropriate employee safety training and compliance is completed.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- HVAC tools, materials, and safe work practices.
- HVAC operation, maintenance, and repair.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervising and coordinating the activities of subordinate personnel.
- Operating, installing, maintaining, and repairing HVAC equipment.
- Estimating time and materials.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

## **Computer Skills**

### **Required**

- Demonstrated proficiency using standard office software applications for business planning, work scheduling, and building automation.

## **Physical Requirements**

### **Required**

- May be exposed to hazardous chemicals
- Occasional lifting of objects up to 80 pounds such as ladders, air compressors, pumps, or other equipment
- Subject to climbing stairs, ladders and scaffolds, and working at heights above 30 feet.
- Subject to standing or walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, crouching, and crawling.
- Work is performed primarily in an external environment and with exposure to inclement weather, and varying temperatures.

## **Work Experience**

### **Required**

- Three years work experience in general building maintenance, including two years in commercial HVAC and one year supervisory work experience.

### **Preferred**

- oFive years of HVAC work experience.oThree years of supervisory work experience.

## **Education**

### **Required**

- High School diploma or equivalent.

## **Licenses/Certifications**

### **Required**

- State of Texas HVAC Master Contracting license within two years of hire.Federal refrigerant handling certification.HVAC Master Contractor's License within two years of hire.EPA Certification.Valid Texas Driver's License.

## **Safety**

### **Required**

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace

safety culture.