

HVAC SUPERVISOR

GENERAL RESPONSIBILITIES

Perform difficult technical work supervising and scheduling the installation, maintenance and repair of refrigeration and air handling equipment in school buildings.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, assign, inspect and supervise maintenance, repair and construction activities; maintain records and files; prepare reports.
- Assign and distribute work orders and work requests.
- Attend and participate in meetings regarding work to be done; attend training classes.
- Check and troubleshoot equipment; set and adjust controls in schools.
- Review all work orders before and after completion.
- Order and pick up parts for jobs in order to keep mechanics on the job.
- Inspect contracted work as needed.
- Coordinate work with other shops as needed.
- Assist in budget planning and preparation.
- Inform supervisors of completed and outstanding work orders.
- Cooperate with warehouse to determine which parts should be ordered for stock.
- Determine time and cost estimates for HVAC jobs.
- Provide technical assistance to mechanics when requested.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of methods, materials and equipment used in installing, repairing and maintaining refrigeration and air handling equipment; comprehensive knowledge of the occupational hazards and safety precautions of the work; ability to prepare estimates and order materials for maintenance and repair jobs; ability to exercise independent judgment in determining operating conditions; ability to plan, lay out, supervise and inspect the work of subordinates; ability to establish and maintain effective working relationships with associates; knowledge of energy management systems.

EDUCATION AND EXPERIENCE

Graduation from high school and extensive experience in refrigeration and air handling including some supervisory experience. CFC Certification.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift up to 100 lbs.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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