

# JOB DESCRIPTION



**Position Title:** HVAC Supervisor

**Department:** Facilities

**Employment Category:** Non-Exempt Staff

**Primary Location:** District-wide

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE09

**Position Summary:** The HVAC Supervisor oversees the operation, maintenance, repair, and installation of centralized and de-centralized HVAC systems and associated equipment, including energy management control and solar array systems and for developing, implementing, and analyzing system response and performance related to preventative and corrective maintenance, system upgrades and environmental controls scheduling in order to maximize efficiency and customer satisfaction.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership and supervision of HVAC technicians, monitoring and evaluating work practices to ensure quality, timeliness, and compliance with safety standards; ensure staff are adequately trained and equipped to effectively perform their duties and responsibilities; prioritizes and assigns work schedules, and coordinates maintenance and repair activities with appropriate entities

Oversees the operation, maintenance, repair and installation of centralized and de-centralized heating and cooling systems, and their associated control and mechanical systems to include solar, well, potable and water treatment systems, and commercial appliances; assists in work activities and mentors staff on expectations and standards; evaluates work procedures, tool usage and equipment operation to minimize inefficiencies and avoid potential hazards

Monitors operation and performance of HVAC systems, using the Energy Management Control System program; identifies inefficiencies and potential issues, and takes corrective actions to maximize efficiency and comfort; oversees settings and adjustments to chillers, boilers, air handler and fan coils units and associated ventilation components; coordinates the scheduling of occupied and unoccupied settings with appropriate offsets and setbacks to maximize energy savings

Develops and maintains Safety Data Sheets (SDS) to ensure the safe handling and awareness of potential hazards associated with products used by HVAC trade; trains staff on proper handling of Freon, lubricants and cleaning chemicals, use of personal protective equipment, and locations of eyewash stations, first aid kits and Automated External Defibrillator (AED) devices; ensures adherence and record keeping of EPA Refrigerant Management regulations

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Administers the Computerized Maintenance Management System (CMMS) for all HVAC systems; records equipment maintenance and repair, including data entry of all maintenance and repair activities; recommends adjustments to maintenance tasks and frequencies based on field observations and experience; generates reports for equipment and technician performance; manages consumable, tool and equipment inventory

Conducts Predictive Failure Analysis (PFA) on HVAC systems based on historical preventative and corrective maintenance records; recommends updates to improve efficiency and life span of equipment; assists in the development of short term and long-term plans to standardize, modernize and replace equipment;

Reviews installation, remodeling, and repair project schematics to determine the scope of projects, necessary equipment, materials, and recommends potential changes to supervisor

Responds to emergency calls, tasking and work orders, as assigned by supervisor

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

HVAC Certification, Trades School or workplace Apprentice to Journeyman program

Possess and EPA certification to handle refrigerant

Ten (10) years of related experience, with a minimum of three (3) years of central plant operations, and energy management control systems,

Project management experience

Possess a valid state issued driver's license and must meet and maintain a driving record to be approved for coverage under the college's motor vehicle insurance policy

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

**Knowledge, Skills and Abilities:**

Knowledge of operation, service, repair and installation of HVAC-R equipment, including boilers, chillers, cooling towers, and associated system equipment

Knowledge of commercial building trade skills, including but not limited to, plumbing, electrical systems and control systems

Knowledge of energy management control system programs

Knowledge of preventative maintenance and computerized maintenance management software

Knowledge of workplace safety requirements

Skilled in using tools and equipment of the trade

Skilled in reading blueprints and electrical schematics and use of multi-meter for electrical troubleshooting of low voltage control systems

Ability to follow college policies and procedures

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Ability to present ideas and concepts orally and in writing  
Ability to generate and maintain computer-based reports, spreadsheets, and databases  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes, and with a sense of urgency

**Work Environment:** Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards. May work with potentially hazardous chemicals that could include, but are not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides.

**Physical Requirements:** Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Facilities Maintenance and Project Manager

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.