



HVAC Supervisor Job Description

Salary: 69

Reports to: Maintenance Director/Associate Maintenance Director

Supervises: 11 HVAC Mechanics

Job Summary: Serves as HVAC Supervisor and will be responsible for all installation, maintenance, and repair of heating, ventilation, and air conditioning units and associated air handling, chilled water distribution, and environmental control systems. Incumbent plans individual jobs and long-term work operations, develops a preventive maintenance program, and controls the quality of repair work. Responsibilities also include designing smaller air-conditioning systems, designing modifications to existing systems, reviewing plans and specifications for contracted work, and reviewing the work of outside contractors. Will also be expected to resolve most problems exercising discretionary judgement and analysis even in the most complex situations.

Performance Responsibilities:

- Receives oral or written work requests and sets priorities
- Assigns personnel to jobs
- Reviews all work orders before and after completion
- Maintains budget, records and files, and prepares reports
- Supervises major overhaul or installation of environmental control systems to assure that work is carried out according to plans and specifications
- Conducts a quality check of work in progress or upon completion to assure acceptability
- Oversees repair and replacement of faulty thermostats, wiring and controls, and compressors
- Reviews the work of contractors for adherence to plans and specifications and for quality assurance
- Informs staff in the proper use of tools, and proper work procedures
- Keeps records of work orders, inventory and expenditures
- Estimates and orders needed equipment and supplies
- Determines the appropriate HVAC equipment
- Designs air flow control systems
- Designs modifications to existing systems to achieve efficient operation
- Reviews plans and specifications for new construction to determine compatibility with existing equipment or acceptability of design
- Coordinates work with other trades as needed
- Provide technical assistance to mechanics when requested
- Recommends persons to be hired, disciplined, discharged, or promoted
- Performs other duties/special assignments as required or to meet the ongoing needs of the department



JOB DESCRIPTION (continued)

Job Title: HVAC Supervisor

Job Specifications:

Skills:

- Thorough knowledge of heating, ventilation and refrigeration theory
- Considerable knowledge of the design and operation of centrifugal and reciprocal compressors
- Considerable knowledge of the design and operation of pneumatic control systems
- Considerable knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of HVAC equipment
- Working knowledge of electricity
- Ability to diagnose equipment malfunctions and prescribe repair procedures
- Ability to train and supervise others
- Ability to prioritize, plan, assign, coordinate and direct the work of HVAC mechanics and crew leaders
- Ability to design smaller systems or design modifications to larger systems
- Ability to review and critique plans and specifications for HVAC and environmental control systems
- Coordinating skills to schedule work so classes are not interrupted; maintain records of time and materials used on all jobs
- Analytical skills to diagnose HVAC problems; and to understand and work from blueprints, schematics, sketches or pencil drawings
- Communication skills to communicate with school staff and vendors
- Computer and software skills
- Manual skills to repair equipment
- Mechanical skills for vehicle operation and to install and maintain HVAC equipment
- Incumbent must be able to work well as a team member; must be self-driven, reliable, and responsible
- Leadership skills to supervise the work of the HVAC department
- Ability to perform special assignments as required or to meet the ongoing needs of the department

Knowledge:

- Knowledge of safe work methods and practices
- Knowledge of tools and materials used in HVAC installation, maintenance and repair work
- Knowledge of national, state and local codes
- Knowledge of use and care of tools and equipment necessary to HVAC work
- Knowledge of mathematical skills to estimate cost of job

Safety of Others:

Some responsibility for the safety of others, isolating work areas as needed

Work Direction:

Work involves treating a variety of problems, questions, and situations in conformance with established criteria

Decision Making:

Incumbent makes decisions regarding what needs to be done which involves evaluation of issues and selecting a course of action from several alternatives



JOB DESCRIPTION (continued)

Job Title: HVAC Supervisor

Job Specifications: (continued)

Problem Solving:

- Problems solved are HVAC related; incumbent plans and carries out successive steps and resolves problems and deviations in accordance with instructions and accepted practices

Communication:

- Contacts are made within and outside of the organization to obtain and relay factual information

Working Conditions:

- Work is performed inside heated, well-lighted building and outside where temperature extremes can exist
- Risk of injury from shock or falls; noise from machinery; insulation and dust from ceilings are unpleasant; safety rules, training or protective equipment are required

Physical Demands:

- Work is performed while standing, sitting and /or walking.
- Requires the ability to communicate effectively using speech, color vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Required to exert physical effort, e.g., transporting materials or equipment or lifting, moving, carrying object less than 30 pounds.

Experience:

- Minimum of three to five years of direct supervisory HVAC service experience. Considerable experience in the installation, maintenance, or repair of HVAC and related environmental control systems

Education Required:

- High school diploma
- Successful completion of technical school or completion of HVAC apprenticeship or an equivalent combination of education and experience

Special Requirements:

- North Carolina H1, H2, H3 HVAC license preferred
- Yearly code certification
- Valid North Carolina's driver's license
- Will be driving company vehicle - must have good driving record
- Maintain clean and neat vehicle
- Report maintenance needed and schedule repairs



JOB DESCRIPTION (continued)

Job Title: HVAC Supervisor

Job Specifications: (continued)

Attendance & Work Schedule:

The school system expects all employees to assume responsibility for their attendance and promptness as an integral part of their employment. Your work schedule is determined by the position you hold. Check with your supervisor to determine your work schedule. Any time you are absent or late impacts our ability to provide services to our students and will also place an extra burden on your coworkers. All employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

To read entire policy please visit

https://buncombeschools.org/about/administration/district_policies/series_7000_-_personnel/ and click on policy 7300.

Working with other trades as needed. We are maintenance.

BENEFITS: This position will have full benefits

TERM OF EMPLOYMENT: 12 Months (year round)

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

INSTRUCTIONS TO APPLICANTS: Follow the Hiring Process Instructions on the Buncombe County School's website: www.buncombeschools.org/careers.

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