

Durham Public Schools Job Description

Maintenance Services HVAC Supervisor

JOB TITLE:: HVAC Supervisor, NC16

REPORTS TO: Executive Director of Maintenance Services

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Exempt

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 for individual jobs and long-term work operations, develops a preventive maintenance program, and controls the quality of repair work. Responsibilities also include reviewing plans and specifications for contracted work and reviewing the work of outside contractors; overseeing semi-skilled HVAC staff and ensuring all work is performed according to related building codes and regulations; and handling routine personnel actions such as hiring and disciplinary actions. Must exercise independent judgement and initiative in performing assigned tasks and address with tact and courtesy when in contact with the various school officials. Reports to the Director of Maintenance.

RESPONSIBILITIES & DUTIES:

1. Receives oral or written work requests and sets priorities
2. Assigns personnel to jobs and reviews all work orders before and after completion
3. Utilizes work order/CMMS (Computerized Maintenance Management System) to trace progress and tasks to technicians
4. Maintains budget, records, and files, and prepares reports
5. Supervises major overhaul or installation of environmental control systems to ensure that work is conducted according to plans and specifications
6. Conducts a quality check of work in progress or upon completion to assure acceptability
7. Oversee the Building Automation Controls (BAC) staff and coordinate with energy management staff on building setbacks and automation systems
8. Oversees repair and replacement of faulty thermostats, wiring and controls, and compressors
9. Reviews the work of contractors for adherence to plans and specifications and for quality assurance
10. Informs staff on the proper use of tools, and proper work procedures
11. Keeps records of work orders, inventory, and expenditures
12. Estimates and orders needed equipment and supplies
13. Determines the appropriate HVAC equipment
14. Designs modifications to existing systems to achieve efficient operation

15. Reviews plans and specifications for new construction to determine compatibility with existing equipment or acceptability of design
16. Coordinates work with other trades as needed
17. Provide technical assistance to mechanics when requested
18. Recommends people to be hired, disciplined, discharged, or promoted
19. Performs other duties/special assignments as required or to meet the ongoing needs of the district

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. High School Diploma
2. Completion of technical school or completion of HVAC apprenticeship or equivalent combination of education and experience
3. Minimum of 3-5 years of direct supervisory HVAC service or related experience
4. North Carolina H1, H2, H3 HVAC license preferred
5. Valid North Carolina's driver's license – must have a good driving record

SKILLS

1. Thorough knowledge of heating, ventilation, and refrigeration theory
2. Knowledge of the design and operation of centrifugal and reciprocal compressors
3. Knowledge of the design and operation of pneumatic control systems
4. Knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of HVAC equipment
5. Working knowledge of electricity
6. Ability to diagnose equipment malfunctions and prescribe repair procedures
7. Ability to train and supervise others
8. Ability to prioritize, plan, assign, coordinate and direct the work of HVAC mechanics and crew leaders
9. Ability to design smaller systems or design modifications to larger systems
10. Ability to review and critique plans and specifications for HVAC and environmental control systems
11. Skills to schedule work so classes are not interrupted; maintain records of time and materials used on all jobs
12. Analytical skills to diagnose HVAC problems; and to understand and work from blueprints, schematics, sketches, or pencil drawings
13. Skills to communicate with school staff and vendors
14. Computer and software skills
15. Manual skills to repair equipment
16. Mechanical skills for vehicle operation and to install and maintain HVAC equipment

17. Incumbent must be able to work well as a team member; must be self-driven, reliable, and responsible
18. Leadership skills to supervise the work of the HVAC department
19. Ability to perform special assignments as required or to meet the ongoing needs of the department

JOB KNOWLEDGE

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

BENEFITS:

This position will have full benefits

TERM OF EMPLOYMENT:

12 Months (year-round)

PHYSICAL REQUIREMENTS: (what is required to perform the job? Climbing, lifting, standing, twisting, etc. How many pounds: Duration of exertion, etc.)

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

F -Frequently From 1/3 to 2/3 of the time	O- Occasionally Up to 1/3 of the time	R- Rarely Less than 1 hour per week	N- Never Never occurs
PHYSICAL ACTIVITY		NON-PHYSICAL DEMANDS	
Climbing/Balancing	F	Time Pressure	O
Crawling/Kneeling	F	Emergency Situation	O
Walking	F	Frequent Change of Tasks	O
Running	R	Irregular Work Schedule/Overtime	O
Standing	F	Performing Multiple Tasks Simultaneously	F
Sitting	O	Working Closely with others as part of a Team	F
Bending/Stooping	F	Tedious or Exacting Work	F
Lifting/Carrying	F	Noisy/Distracting Environment	F
Grasping/Twisting	F	Other (see 2 below)	F
Reaching	F		
Pushing/Pulling	F		

Fingering/Typing	O		
Others			

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	---------------------------------------	--	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	F
Electrical Hazards	C
Fire Hazards	O
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	O
Other (see 1 below)	R

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	D

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
School/Administrative Buildings			

RESOURCE REQUIREMENTS: (Place an X by what is required)

 x Laptop x Desktop computer (may be docking station with laptop) x e-mail address
 x Outlook VPN x Cell phone iPad x Office phone
Fax Printer x 5 digit extension x District vehicle AS400
SharePoint x Software (list Microsoft office, Adobe) x Website access x Building
access key/code (for necessary building access during non –traditional hours)

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:

 x Hard hat x gloves x flash protective equipment suit occasionally
 x steel toe shoes x safety glasses x safety vests

MACHINES, TOOLS, EQUIPMENT:

 x retrieving devices x Ladder x fork lift, x crane truck x hoist
 x scissors lift x pipe benders x metering devices

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date