

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: HVAC AND ELECTRICAL SUPERVISOR MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Supervises all HVAC and Electrical technicians' performance to ensure the effectiveness and efficiency of the electrical and HVAC systems required to maintain the schools facilities in a safe and efficient manner. Supervises all work involving repairs, installation, inspection and scheduled maintenance of the electrical systems, HVAC systems, elevator systems, irrigation controls and generator systems in all school facilities. Supervise scheduling and performance of both skilled and semi-skilled electricians and HVAC technicians to maintain system adherence to all related codes and regulations. Supervisor must exercise independent judgment and initiative in performing assigned duties. Supervisor must exercise tact and courtesy in contacts with school officials and various department heads and communicate timelines of repairs. Reports to the Director of Maintenance.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Oversees repairs, installs, and scheduled maintenance of both the electrical systems and HVAC systems in all school facilities.

Supervises and is able to perform a variety of repair tasks concerning the electrical/HVAC system within each facility: fuses, breakers, panels, branch circuits, light switches, receptacles, exhaust hood fans, motors and all other electrical/HVAC system equipment.

Reviews work order requests for service then inspects to determine cause of electrical/HVAC problems and needed work.

Prepares a list of estimated requirements of materials, tools and equipment, including amount, quality and type needed, and presents for approval.

If contract work performed, HVAC/Electrical supervisor will assure quality control of sub-contractor and that school safety rules and regulations are followed contractor. Will confirm communication of work schedule by contractor with school officials.

Schedule work for each day and for the week; reports daily-accomplished results to assistant director.

Will be responsible for all materials, tools and equipment assigned to the departments.

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Ensures the safe and efficient operation of all Electrical Fixtures, HVAC Equipment, and other equipment assigned to these trades.

Performs skilled work in addition to assigning, directing, supervising, training, and inspecting the work of both skilled and semi-skilled workers.

Examines the school system's facilities on a regular basis to determine preventative maintenance schedules and general maintenance needs.

Provides assistance in the Electrical/HVAC design phase of planning new construction and renovation projects.

Installs repairs and maintains electrical systems, HVAC systems, elevator systems, lighting control systems, irrigation controls and generator systems.

Meets with contractors and oversees the quality and scheduling of contracted Electrical/HVAC work.

Conduct periodic inventory of all tools and equipment assigned personnel of the trade; maintain a computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submit the required report to the director within two weeks of completing such inventory.

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to assist technicians working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for ensuring all trade personnel have been trained in the proper and safe use of all materiel handling and operating equipment assigned to the section.

Responsible for the ensuring all automotive equipment assigned to the section is operated and maintained as outlined in applicable district's procedures.

Responsible for the interview process for all HVAC/Electrical new hire candidates.

Work closely with Mechanical Engineering staff in regards to design requirements and scope of work.

ADDITIONAL JOB FUNCTIONS

Will possess and maintain a cellular phone for 24-hour on call service support. Will be required to be on call on a scheduled cycle to receive all emergency calls for entire maintenance department.

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MINIMUM TRAINING AND EXPERIENCE

Minimum Associate Degree with at least 5 years of management/supervisory experience, Or a Minimum 5 years' experience in either electrical, HVAC or associated trades profession or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of a either a valid electrical contractor's limited classification license or valid H1, H2 or H3 license issued by the state of North Carolina. Supervisor will oversee said work in accordance with the state requirements. The cost of maintaining said license and qualifier status will be borne by Guilford County Schools. Employee must maintain possession of a valid driver's license by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including core drills, boilers, chillers, cooling towers, pumps, cherry pickers, scaffolds, electrical tools, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates. Must communicate status updates of all electrical and HVAC timelines for repair with concerned school officials and maintenance director.

Language Ability: Requires the ability to read work orders, purchase orders, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare activity logs, department inventory, performance appraisals, reports, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited

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standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of all department operating procedures to include but not limited to the work order system, credit card procedures and budget, occupational hazard and safety protocols and GCS standard operating procedures.

Thorough knowledge of electrical systems, heat, ventilation and air conditioning system replacement and maintenance.

Knowledge of DDC/Energy management and energy savings methods.

Thorough knowledge of approved electrical/HVAC methods, practices, code requirements and safety standards.

Considerable knowledge of the tools and equipment used in the installation and repair of electrical/HVAC wiring systems and controls in school system buildings and facilities
Considerable knowledge of the occupational hazards and safety precautions of electrical/HVAC work.

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Considerable knowledge of the principles of supervision, organization and administration.

Skill in the use and care of hand and power tools and equipment necessary to perform electrical/HVAC installation and repair tasks.

Skill in identifying origin of electrical/HVAC problems.

Ability to schedule and prioritize work of the department.

Ability to install, maintain and repair electrical systems, security systems, surveillance, scoreboards and generator systems.

Ability to estimate manpower and material requirements for individual projects.

Ability to maintain complete and accurate records.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret blueprints and schematic drawings.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.