

**CODE: 63058**  
**UNIT: SCF**  
**GRADE: 11**  
**FLSA: Non-Exempt**

**CLASSIFICATION TITLE**

HVAC/EMCS (Heating, Ventilation, Air Conditioning-Energy Management Controls Systems) FOREMAN

**SUMMARY**

Manage HVAC and EMCS functions and supervise mechanics, technicians and specialists.

**MINIMUM REQUIREMENTS**

Five years experience repairing refrigeration units operated by Energy Management Controls Systems;

Completion of a recognized training or apprenticeship program in the field.

Knowledge of: digital, electric and pneumatic controls; heating, cooling, and air-conditioning systems; engineering and construction techniques; co-generation; thermal storage, and computer controlled energy management systems.

Four years supervisory experience.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of education, experience and training that meets the minimum requirements.

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Post-offer/pre-employment physical examination and lift test (at employee's own cost).

Must hold a current Arizona Driver's license and have accrued no more than the allowable points against Driver's License as described under [Governing Board Policy: EEB-R-1](#) Business and Personnel Transportation Services - Transportation by Employees.

**ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Supervise and coordinate the activities of HVAC and EMCS technicians and specialists as assigned.

Maintains and schedules EMCS and HVAC systems and equipment repairs.

Schedule and prioritize daily work orders. Maintain work orders and compute material and labor costs.

Assemble, remodel and install equipment, working from formal plans, rough sketches and/or verbal instructions.

Evaluates HVAC and EMCS problems and provides a recommended course of action to the HVAC/EMCS Supervisor as needed.

Determine appropriate equipment repair methods. Determine cost effectiveness of repair vs. replacements and make recommendations as to method of repair and materials needed within established expenditure limits. Maintains HVAC/EMCS; assists with necessary upgrades to keep systems current.

Recommend and assist with the layout and design future preventive maintenance programs.

Coordinate HVAC/EMCS technicians on troubleshooting equipment, controls, and sequences of operation at EMCS sites.

**MARGINAL FUNCTIONS**

May monitor and inspect construction projects at the direction of the HVAC/EMCS Supervisor.

Reviews contract plans and specifications with the HVAC/EMCS Supervisor.

Reviews HVAC/EMCS programming and modifications with Supervisor,

Coordinates with Engineering and Planning Services to insure plans and specifications are in compliance with TUSD design standards.

Rotation site visits; communication with staff, mechanical inspections, housekeeping, etc.

Maintain all shop equipment in proper and safe working conditions.

**MENTAL TASKS**

Communicate. Read. Comprehend. Perform functions from written, graphic and oral instructions and from observing others. Ability to communicate with others. Review appropriate documents, forms and reports.

**PHYSICAL TASKS**

Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance is normally available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 75 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, walking and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**

Use office equipment such as telephone, computer and copier. Operate a standard and/or automatic transmission motor vehicle. May use 2-way radio to communicate with others. Use proper safety equipment and take all recommended precautions.

**WORKING CONDITIONS**

Indoor. Shop environment. Office environment. Exposure to noise and heat. Contact with employees, students and public. Outdoor. Exposure to all weather/climate conditions and temperatures, high voltage current, noxious chemicals, high-pressure systems, moving parts and asbestos. May work in small, cramped areas.

**CONTROL, SUPERVISION**

Supervisory control of assigned personnel, tradesmen, and/or contractors.

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REVIEWED 9/16/97  
Revised 8/98, 6/04, 1/12, 2/14  
Chg from B.C. – 8/00