



Job Title:	Heating, Ventilation, and Air Conditioning (HVAC) Supervisor	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Maintenance	Pay Grade:	Maintenance Pay Grade 5
Dept. /School:	Maintenance Department	Date Revised:	11/04/2011

Primary Purpose:

To supervise all areas of HVAC responsibility. Maintain and provide for the safe condition and operation of all HVAC systems in district facilities.

Qualifications:

Education/Certification:

Associate Degree in Air Conditioning, heating and refrigeration, preferred
High school diploma or GED
Valid Texas driver's license
Texas Class A licensed HVAC contractor
EPA Certified Refrigerant Technician

Special Knowledge/Skills:

Knowledge of HVAC repairs, maintenance, and installation techniques
Ability to read and interpret blueprints, diagrams, schematics, and written reference material
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools

Experience:

Five years experience in HVAC field

Major Responsibilities and Duties:

Maintenance and Repair:

1. Establish and oversee schedules and procedures for the regular HVAC care of all district facilities.
2. Assign priority to work orders and process them, including tracking of labor and material use.
3. Inspect building and facilities and initiate repairs as needed.
4. Interpret diagrams and electrical schematics to carry out HVAC designs, installation, and repair.
5. Maintain Freon dispensing records to meet federal requirements.

6. Estimate time and cost required for special projects and order materials.
7. Trouble shoot, repair, and perform preventive maintenance of HVAC systems.
8. Coordinate tasks with other maintenance trades to ensure continuity of work that involves some or all of the other trades.
9. Conduct a monthly HVAC employee meetings/training program on subjects related to the HVAC trade.
10. Inspect jobs upon completion and ensure that everything meets specifications.
11. Work with building principals and supervisors to complete projects.

Safety:

12. Instruct assigned personnel on the proper and safe use of equipment.
13. Operate tools and equipment according to established safety procedures.
14. Ensure that equipment is in safe operating condition.
15. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

17. Test and recommend HVAC supplies and equipment to be used.
18. Prepare, implement, and maintain preventive maintenance schedules for HVAC and kitchen equipment.
19. Order equipment and supplies and maintain accurate records.
20. Recommend replacement of existing equipment.
21. Conduct inventory of physical equipment and supplies.

Other:

22. Work irregular hours and respond to after hour's emergency calls as needed.
23. Assist in the preparation of department budget.
24. Assist in recruiting, screening, training, and evaluation of HVAC personnel.
25. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
26. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the work of HVAC personnel district wide.

Equipment Used:

Meter, gage, welding equipment, ladder, hoist, hand and power tools, pipe bender, propane torch. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Frequent districtwide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.