

## JOB DESCRIPTION

TITLE ASSISTANT HVAC AND CONTROLS SUPERVISOR

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree from four year college or university; or three to five years experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Experience in operating, troubleshooting and programming the Districts HVAC control systems, including electronic and electromechanical control devices and digital and analog control circuitry. Knowledge of various types of HVAC equipment, including thermo energy storage, chiller plants (centrifugals, screw and reciprocating compressors), air handlers, unit ventilation fresh air make-up air handlers, DX units, etc. Knowledge of electricity, including high voltage circuits (up to 480 volts), 3 phase, and low voltage control circuits. Knowledge of associated electrical equipment such as breakers, start electrical valves, solenoids, etc.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from administrators, public groups, and/or school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, talk and hear. The employee is frequently required to sit and walk; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**Work Environment**      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud (example: chiller plant).

**REPORTS TO**              HVAC and Controls Supervisor

#### **GENERAL RESPONSIBILITIES**

1. Supervises the operation and maintenance of the District's HVAC systems and HVAC control systems.

#### **SPECIFIC RESPONSIBILITIES**

1. Supervises the controls group including the Controls Specialist II, Controls Technician and HVAC Technicians on related concerns.
2. Manages and programs the District's Digital Management Systems (DMS).
3. Develops and maintains computerized annual preventative maintenance inspection program for the District's automation systems.
4. Generates work requests for associated trades from annual inspections.
5. Develops and presents an annual two part training program for HVAC Technicians and Control Specialists/Technicians pertaining to HVAC/DMS controls, security and computer programs; and for Plant Operators/Principals pertaining to their respective facilities for HVAC/DMS controls, time of use and basic HVAC control knowledge.
6. Develops and maintains standard control specifications to be used by District architects/design engineers for new and remodeled projects.
7. Works with district project engineers to resolve HVAC/control issues with contractors.
8. Inspects new district projects assuring full compliance and adherence to the specifications in the construction process.
9. Reviews HVAC/control prints of new district projects to assure that control sequence meet district standards.

10. Assures that the HVAC equipment operates as efficiently as possible, concerning indoor air quality and minimum usage of energy to maintain the optimal learning atmosphere for the district's students.
11. Assists the HVAC and Controls Supervisor in assigning daily tasks to resolve HVAC and control issues.
12. Upgrades and replaces automation control equipment to maintain district automation systems at "state of the art" levels at all times.
13. Creates/upgrades minimum/maximum stock parts inventory for automation systems.
14. Assigns and tracks work orders, reviews and approves invoices of the District's Control Vendors. Maintains an active knowledge of budget requirements, restrictions and procedures to insure good fiscal responsibility.
15. Develops and maintains long range programs for planned upgrades and works in developing long range budgeting.
16. Performs other duties as assigned.