

JOB DESCRIPTION

TITLE 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 in Mechanical Engineering from a four-year college or university; or ten years experience in a government agency and/or private firm doing design, construction, and maintenance of institutional, educational and commercial facilities; or the equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position.
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, structural, mechanical, electrical and civil prints and manufacturer process and control diagrams. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, School Board Members and the general public.
Mathematical Skills	Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distributions, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
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 sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to

25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the 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 may be loud (example: large water chiller operation).

REPORTS TO Director of Maintenance and Operations

GENERAL RESPONSIBILITIES

1. Plans, organizes, supervises and manages all heating, ventilation and air conditioning (HVAC) maintenance related work.
2. Plans, organizes, and supervises the District Energy Conservation Program.
3. Plans and organizes and supervises the District Air Quality Control Policy.
4. Supervises the Assistant HVAC and Controls Supervisor and related work force.

SPECIFIC RESPONSIBILITIES

1. Monitors HVAC-BMS schedules of every facility in the District. Reports discrepancies to the respective building administrators.
2. Advises building administrators on appropriate means and ways to conserve energy.
3. Prepares yearly, monthly individual Energy Usage and Energy Cost budgets for each facility in particular, and for the entire district in general.
4. Supervises heating, ventilation and air conditioning maintenance work for all district facilities. Provides support to Assistant HVAC and Controls Supervisor and Plant Operators.
5. Manages and assigns maintenance vendor operations and major purchases.
6. Establishes technical specifications, manages bid process, and enforces the HVAC related District's water treatment program.
7. Establishes and manages HVAC filter replacement and automatic re-ordering program.
8. Establishes and manages air conditioning units cleaning and sanitizing program.
9. Supervises Building Management System (BMS) for all district facilities.

10. Oversees the BMS preventative maintenance program.
11. Initiates projects oriented to correct the causes HVAC related problems, included but not limited to HVAC equipment retrofitting, upgrading, and replacement. Engineers the project's conceptual phase and oversees the project's engineering design.
12. Establishes and updates the twenty-year Capital Improvement Projects HVAC budget annually.
13. Conducts final HVAC inspections and prepares project punch lists.
14. Works in conjunction with the Facilities Department to insure compliance with contractor guarantees and District guidelines.
15. Maintains a list of all District HVAC equipment.
16. Performs other duties as assigned.