



Columbia County School District Job Description

Position Title: HVAC Maintenance Supervisor		
Department: Facilities, Maintenance and Operations	Evaluation Instrument: Performance of this position will be evaluated annually by the Chief Facility Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade M	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Facility Officer		

MINIMUM QUALIFICATIONS

Education: Technical school HVAC diploma; High school diploma or equivalent; Refrigerant Recovery Certification (University type)

Essential Knowledge/Skills: Must have Journeyman level knowledge of HVAC systems and electrical systems; Must have excellent HVAC equipment troubleshooting skills; must be able to read and interpret building blueprints and schematics; must be proficient in the use of Windows environment on the computer, and office systems software. (Microsoft Office); must be able to follow oral and written directions with minimal to no supervision; requires regular lifting, carrying or transferring of 40 lbs or more and occasional lifting and/or moving of 100 lbs or more; continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms, using hands and fingers to operate objects tools, or controls; must be capable of working off ladders of different types, lifts, and must not be afraid to work at different heights; may be subject to noise, vibration, and temperature changes.

Experience: Must have five (5) years supervisory experience and ten (10) years field experience working on various types of refrigeration and HVAC systems. This would include servicing, repairing and installing equipment, supervision of HVAC technicians and maintaining energy management systems. Also planning and scheduling all projects for the HVAC Department.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

JOB FUNCTION: This is a working supervisor's position and requires troubleshooting and repairing HVAC equipment in school system as needed. Provides input into the planning and scheduling of all HVAC projects.

- Maintains the schools / facilities to the FMO Maintenance Standards as specified in the FMO Employee Handbook.
- Must be able to follow oral and written directions with minimal to no supervision and makes appropriate decisions with routine tasks.
- Must work independently and cooperatively within the team.
- Follows all general personnel procedures and guidelines, including safety, as set forth in the FMO Employee handbook.
- Ensures that all HVAC work orders are completed within 24 hours of entry in the computerized work order system.
- Ensures that all preventive maintenance work orders are completed in the computerized work order system per the procedure specified in the FMO Employee Handbook.
- Ensures that the system-wide energy management system program is operational at all times.

- Must perform duties according to the FMO Employee Handbook, the FMO Maintenance Standards, and the FMO HVAC and Electrical Standards without controversy or insubordination.
- Ensuring that the HVAC personnel and any designated staff are performing their duties per the FMO Employee Handbook and the FMO HVAC and Electrical Standards maintaining professional behavior at all times.
- Provides assistance, guidance, support, and training to the HVAC maintenance technicians as required.
- Ensures the HVAC staff is monitoring the Indoor Air Quality of all the facilities to meet the appropriate standards.
- Ensures that all Indoor Air Quality issues are addressed immediately, documented appropriately, and accurate records are kept on file.
- Ensures that the HVAC Staff complete the preventive maintenance on ERU systems, and document per the FMO Employee Handbook.
- Ensures that the HVAC staff maintain proper documentation on refrigerant as specified in the FMO Employee Handbook.
- Enters the minimum number of general HVAC, Electrical, or Capital Project work orders per week into the computerized work order system, as specified in the FMO Employee Handbook.
- Submits changes / updates for the Facilities Book each week after projects are completed in the computerized work order system.
- Maintains a well-stocked and organized Supply and Equipment Room at FMO complex (in order to limit the number of trips to the supply house).
- Must keep assigned vehicle clean, organized, and well equipped at all times.
- Ensures that the HVAC and Electrical staff vehicles' are clean, organized, and well equipped at all times.
- Monitors the HVAC contracts with the Executive Director of FMO.
- Monitors the performance of sub-contractors when requested by the Executive Director of FMO.
- Maintains all HVAC systems to FMO HVAC standards as required.
- Ensures that the Electrical staff follows the blue prints to determine location of equipment and wiring to be installed.
- Ensures that the Electrical staff updates blue prints to show new installation or replacement of existing equipment.
- Responsible for facilitating a safety meeting during the last week of each month with the HVAC Dept. as specified in the FMO Employee Handbook.
- Ensures that there are minimal disruptions of the school's daily activities.
- Maintains accurate files, records, reports, and pictures on file.
- Responsible for making repairs to vandalism and graffiti damaged property immediately throughout the course of the year.
- Ensures that the HVAC staff and the Electrical Staff make repairs to vandalism and graffiti damaged property immediately throughout the course of the year.
- Must understand safety principles and procedures and apply them in the workplace.
- Must respond to any emergency requests as assigned by the Executive Director of FMO.
- Assists with any emergencies that occur on a system-wide level.
- Monitors the HVAC needs of the schools / facilities and addresses concerns with the Executive Director of FMO.
- Assists the Executive Director of FMO with maintaining the 8-year Facility Plan.
- Will be on backup to the on-call person according to the yearly schedule.
- It is your responsibility to monitor your assigned phone 24 hours – 7 days a week. If you receive a call or text, you are to respond to the caller and notify the Executive Director of Facilities, Maintenance, and Operations immediately.
- Performs all other related or unrelated tasks as directed by the Executive Director of Facilities, Maintenance, and Operations with a positive attitude.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: August 2012