



PERSONNEL COMMISSION

Class Code: 3305
Salary Range: 38 (S1)

HEATING, VENTILATING and AIR CONDITIONING SUPERVISOR

JOB SUMMARY

Under general supervision, to plan, organize and supervise personnel performing the installation, repair, modification and maintenance of heating, ventilating, air conditioning and refrigeration equipment and systems; and to perform related work as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Review work orders and plan, schedule and assign appropriate trades personnel to perform the maintenance, repair and modification on heating, ventilation, air conditioning, refrigeration equipment and installation, maintenance and repair sheet metal work at District facilities. **E**
- Supervise the air filter preventive maintenance program and necessary record keeping. **E**
- Inspect and diagnose malfunctions or supervise other personnel in the operation, testing and maintenance of boilers and cooling tower units to include water analysis and treatment with chemical additives and maintaining records and making reports as needed. **E**
- Order parts, materials and equipment for repair and installation work; contact vendors for price and availability. **E**
- Run air quality tests at sites in response to complaints to determine that indoor air standards are maintained. **E**
- Supervise the safe operation of chlorinator devices at District swimming pools. **E**
- Oversee and/or maintain records and make reports in compliance with mandated air quality standards for air handling equipment and refrigerant recovery requirements from air conditioning units. **E**
- Confer with contractors, site administrators, and facility planning and maintenance personnel to provide technical information and advice, coordinate installation and maintenance activities and resolve concerns and problems on work orders, scheduling projects and work standards. **E**
- Estimate cost of project materials and labor; prepare and submit requisitions and monitor invoices; prepare job performance specifications for contract work and monitor job progress and expenditures compared to budgeted amount for project. **E**

- Read, interpret, and work from plans, blueprints, sketches, drawings, and specifications. *E*
- Train journey-level and other personnel on the maintenance and repair of existing and new equipment. *E*
- Set up historical files for maintenance of systems and equipment. *E*
- Keep abreast of developments and changes in the technology of air handling, boiler and refrigeration systems and equipment. *E*
- Evaluate the performance of assigned personnel and prepare required evaluation reports. *E*
- Operate a District vehicle. *E*
- Adjust employee grievances. *E*

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The scope of responsibility of the Heating, Ventilating and Air Conditioning Supervisor class covers equipment such as boilers, fans, air conditioning and refrigeration units, gas heated appliances and related components such as automatic combustion controls and sheet metal parts. An incumbent supervises, assigns and trains journey-level and other personnel in the installation, maintenance and repair of the equipment and systems. An incumbent prepares records and reports to ensure compliance with indoor and outdoor air quality standards. An incumbent estimates time and labor and materials costs for projects and coordinates and reviews contract work.

EMPLOYMENT STANDARDS

Knowledge of:

Principals and practices of supervision and training.

Water treatment and analysis, methods, techniques, and procedures.

Testing procedures and chemical reagents used in maintaining the water quality of boilers, and piping.

Gas fired wet and dry heating systems, and related controls and devices.

California Department of Industrial Relations Boiler Safety Orders.

Shop math applicable to building trades.

Installation methods of insulating materials.

State and local regulations pertaining to heating and a/c equipment.

Commercial cooking equipment and operating controls.

Public swimming pool filtration, and chlorination systems.

Computer software applications.

Cooling towers and related equipment.

Environmental Protection Agency regulations governing of refrigerant recovery.

South Coast Air Quality Management District regulations related to the operation of gas fired boilers.

Energy Management Systems maintenance, and operations.

Planing and estimating jobs for time, labor, and materials.

Safety precautions and procedures.

The use and calibration of cubic foot per minute instruments.

Maintaining files and records.

Ability to:

Plan, organize, assign and supervise the work of others.

Train and evaluate the performance of assigned staff.

Estimate the cost of repairs, construction work, material and labor requirements.

Maintain documents and records.

Operate a personal computer and applicable software.

Schedule work and utilize assigned personnel effectively.

Keep abreast of new developments, and technologies in the field.

Understand and carry out oral and written instructions.

Meet deadlines.

Understand and interpret plans and specifications, blueprints, diagrams, and technical data.

Plan and lay out heating and air conditioning systems work, including the material and labor costs.

Prepare reports on work that has been done, and work needed to be done.

Place orders for materials, parts, tools, and equipment used in work.

Operate a vehicle observing legal and defensive driving practices.

Establish and maintain effective relationships with those contacted in the course of work.

Training:

Equivalent to graduation from high school.

Experience:

At least three years of journey-level installation, maintenance and repair work on air conditioning, heating, ventilation, low pressure boiler equipment and systems and related components in complex building or plant facilities is required. One year of lead or supervisory experience is desirable.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Indoors and outdoors; occasional inclement weather; dust; dirt; fumes; exposure to chemicals; crawling in tight spaces and under buildings; occasional loud noises.

PHYSICAL DEMANDS

Walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; climbing and descending ladders; lifting objects weighing up to 40 pounds; crawling under buildings and in tight spaces; dexterity of fingers and hands to operate specialized equipment.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.