

## HVAC SUPERVISOR I

### DESCRIPTION OF WORK

Employees in this class are responsible for the installation, maintenance, and repair of air-conditioning and refrigeration units and associated air handling, chilled water distribution, and control systems at a State institution through supervision of a staff of air-conditioning mechanics engaged in this type of work.

Employees are responsible for planning individual jobs and long term work operations. They are responsible for assuring that subordinates receive proper training in work methods, development of a preventive maintenance program, and quality control on repair work. Work is performed independently under the supervision of a higher-level trades supervisor or plant engineer and is evaluated through effective and efficient equipment operation.

### EXAMPLES OF DUTIES PERFORMED

Receives requests for work, sets priorities, and makes work assignments to mechanics.

Supervises major jobs such as chiller overhaul or installation jobs to assure that work is carried out according to plans and specifications.

Trains mechanics in proper use of tools and work procedures.

Reviews work in progress or upon completion to assure acceptability of work.

Reviews work of contractors to assure quality and adherence to plans and specifications.

Provides training to new mechanics and keeps all mechanics informed about new tools, work methods, etc.

Keeps records or work orders, inventory, expenditures, etc.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Working knowledge of refrigeration theory.

Knowledge of electricity sufficient to troubleshoot and repair complex electrical control circuits.

Considerable knowledge of the design and operation of pneumatic control systems.

Considerable knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of air-conditioning and refrigeration equipment.

Ability to diagnose equipment malfunctions and prescribe repair procedures.

Ability to train and supervise other workers.

#### Minimum Training and Experience Requirements

High school or General Educational Development diploma and two years of journey level experience in the installation, maintenance or repair of air conditioning chillers, air handling, chilled water distribution and control systems including one year at the journey level; or an equivalent combination of education and experience.

#### Necessary Special Qualifications

Requires current certification by the Environmental Protection Agency as a Type I, II, III or Universal technician as required by Title 40, Code of Federal Regulations part 82, subpart F.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.