

## AREA HEATING AND AIR CONDITIONING SUPERVISOR

### DEFINITION

Oversees the overall HVAC operations in a designated maintenance and operations area. Supervises, assigns, inspects, and evaluates the work of the assigned staff, provides technical work direction to site-based staff, and monitors, inspects, and reviews work performed by contractors.

### TYPICAL DUTIES

Supervises, plans, assigns, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.  
Monitors the fiscal management of the unit.  
Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, principals, and administrators.  
Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.  
Prepares correspondence, reports, procedures, and policies.  
Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.  
Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.  
Evaluates staff performance and conducts progressive discipline procedures when needed.  
Allocates resources for projects.  
Interprets and applies provisions of collective bargaining agreements.  
Investigates accidents and develops and implements corrective and preventative measures.  
Identifies and evaluates equipment, supplies, techniques, and systems.  
Ensures compliance with procurement procedures.  
Coordinates resolution of construction project issues in accordance with District policy, applicable laws and regulations.  
Enters work order and requisition data utilizing computer systems.  
Communicates effectively with District staff, consultants, and the public using District communication applications.  
May act in place of a higher-level supervisor or manager in case of absence.  
May participate or assist in obtaining contracts from private vendors.  
May interact with, coordinate, and inspect the work of contractors.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Area Heating and Air conditioning Supervisor is responsible for scheduling, coordinating, and supervising heating, ventilating, and air conditioning installation and repair activities in a maintenance and operations area.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a designated maintenance and operations area.

A Senior Heating and Air Conditioning Fitter investigates, plans, estimates, and/or assists an Area Heating and Air Conditioning Supervisor in scheduling, supervising, and inspecting heating and air conditioning installation and repair jobs in District facilities.

## SUPERVISION

General direction is received from a designated supervisor or manager. Technical direction is received from a Heating and Air Conditioning Technical Supervisor. Supervision is exercised over lower-level employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- Practices, processes, materials, and tools used in HVAC construction, maintenance, and repair
- City, County, State, Federal, and other codes that concern the installation and operation of heating, ventilating, and air conditioning systems
- Design, construction, and functions of mechanical, pneumatic, electrical, and electronic control systems, including energy management systems
- Regulations regarding Indoor Air Quality, Clean Air Act, and proper handling of ozone harming refrigerants
- Microsoft Word, Excel, and Outlook

### Ability to:

- Read and interpret blueprints, plans, drawings, and specifications
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Estimate cost of materials and labor
- Communicate effectively, both orally and in writing
- Work effectively with administrators, other District personnel, and the public
- Work well under pressure of multiple priorities and short deadlines
- Supervise, coordinate, train, and evaluate the work of direct and non-direct reporting personnel
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Maintain confidentiality

### Special Physical Requirements:

- Manual dexterity and strength to use tools of the trade
- Visual acuity to read and calibrate instruments
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Four years of journey-level heating and air condition or refrigeration repair experience, including one year of experience in estimating, scheduling, and generating performance contracts using an asset management system.

### Special:

Certification of competence of chlorofluorocarbon license type "Universal" in accordance with Environmental Protection Agency (EPA) rule 608 of the Clean Air Act.

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

### SPECIAL NOTE:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, by not limited to, asbestos and lead.

A Facilities Planner Program certificate is required by completion of the probationary period.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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