

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: HVAC & REFRIGERATION SHOP SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance, supervise, coordinate and participate in the inspection, service, installation, repair and alteration of heating, ventilation, air conditioning and refrigeration (HVAC&R) systems and related equipment; train, schedule and supervise assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Supervise, coordinate and participate in the installation, servicing, maintenance, troubleshooting and repair of heating, ventilation, air conditioning and refrigeration systems and equipment; diagnose malfunctions and determine repair needs; inspect and perform tests on systems and equipment for defective parts and to assure proper functioning.

Train and supervise the performance of assigned personnel; coordinate and schedule HVAC & Refrigeration installation, maintenance and repair activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Assure work completed and in progress complies with applicable EPA laws, rules and regulations.

Oversee and participate in the installation, servicing and repair of air conditioning and gas package units, split systems, window units, furnaces, wall heaters, washers, dryers, pressure vessels, air compressors, sheet metal and ducting, insulation, ventilation fans and other mechanical equipment.

Estimate labor, time and material costs; monitor inventory levels of HVAC & Refrigeration supplies, materials and equipment; order, receive and oversee the storage of HVAC & Refrigeration supplies, materials and equipment.

Install, repair and maintain kitchen equipment including ovens and refrigerators.

Inspect and maintain District boilers and chiller systems; repair condenser fan motor problems; repair Freon coil leaks; replace air filters as necessary.

Utilize computerized energy management systems in the inspection, diagnosis and repair of troubled areas.

Supervise and participate in the installation, adjustment, replacement and repair of various HVAC & Refrigeration parts such as valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, pressure regulators, pumps and pipes; cut, bend and join tubing and pipes.

Inspect, maintain and repair pneumatic and electrical thermostats and control systems.

Operate and maintain a variety of specialized hand and power tools and equipment; drive a District vehicle to conduct work; operate a computer and assigned software.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Work from verbal and written instructions, blueprints, sketches and work orders; respond to emergency needs as requested.

Prepare and maintain a variety of records and reports related to assigned activities.

Coordinate and conduct safety and training meetings.

Perform scheduled preventive maintenance.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, materials, tools and equipment used in the maintenance and repair of ventilation, heating, air conditioning and refrigeration equipment.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

District ventilation, heating and refrigeration systems.

Health and safety regulations.

Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers.

Technical aspects of field of specialty.

Pneumatic and electrical control systems.

Air flow and air balance methods.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Proper lifting techniques.

**ABILITY TO:**

Supervise and participate in the inspection, service, installation, repair and alteration of heating, air conditioning and refrigeration systems and related equipment.

Train, schedule and supervise assigned personnel.

Troubleshoot heating and air conditioning systems, gas fired equipment and ventilating systems.

Work from blueprints, shop drawings, sketches, manuals and diagrams.

Work independently with little direction.

Accurately estimate labor, time and material costs.

Observe health and safety regulations.

Operate, adjust and service specialized equipment used in the basic trade.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.  
Operate a computer and assigned software.  
Plan and organize work.  
Prioritize and schedule work.  
Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in HVAC and Refrigeration and five years of Journey level HVAC and Refrigeration experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Valid Recovery/Reclamation Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of specialized equipment and tools.  
Seeing to inspect systems and to read a variety of materials.  
Hearing and speaking to exchange information.  
Standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Climbing ladders.  
Lifting, carrying, pushing and pulling heavy objects as assigned by position.  
Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.  
Exposure to fumes, dust and odors.  
Hazardous chemicals.  
Working at heights.  
Electrical power supply and high voltage.  
Working in a cramped or restrictive work chamber.  
Continuous exposure to inclement weather.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*