

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: HVAC FOREMAN MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under occasional supervision, ensures the effectiveness and efficiency of HVAC Systems. Work involves repairing, installing and maintaining all types of heating and cooling systems located in all school system facilities. Work also involves repairing and maintaining related electrical components in school system facilities. Employee is responsible for overseeing semi-skilled HVAC staff and ensuring all work is performed according to all related building codes and regulations. Employee is also responsible for handling routine personnel actions such as routine disciplinary actions, further actions are referred to next supervisory level. Employee must exercise independent judgment and initiative in performing assigned tasks. Employee must also exercise tact and courtesy in contacts with various school officials. Reports to the Program Administrator III – Technical Trades.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Repairs, replaces and maintains all types of heating and cooling systems located in all school facilities.

Responsible for the smooth, safe, and efficient operation of the HVAC systems and related electrical components.

Oversees emergency maintenance calls and assesses situations to determine necessary action; oversees subordinate workers to ensure work is performed in accordance with standard procedures.

Responsible for being familiar with all regulations and codes that pertain to electrical and HVAC maintenance and replacement.

Provides advice on general heating and air conditioning, and general maintenance methods and procedures, and have knowledge of indoor air quality procedures and implement the best solution for the situation.

Inspects requests for service to determine the cause of mechanical problem and implement the work order process.

Schedules work for each day and for the week; provides progress reports as required.

Conduct periodic inventory of all tools and equipment assigned personnel of the trade; maintain a computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submit the required report to the director within two weeks of completing such inventory.

Considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring all trade personnel are trained in the proper use of all materiel handling and heavy operating equipment assigned to the section.

Responsible for the ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Will possess and maintain a pager and Nextel for 24-hour on call service support. Every eight weeks, takes an emergency pager for on call service for one week for additional trades.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by vocational training in heating and HVAC, electrical, and associated trades, and 5 to 10 years of experience in same; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must hold and maintain a valid H1, H2 and/or H3 NC State License as directed by the Board of Examiners of Plumbing, Heating, Air Conditioning, and Fire Sprinkler Contractors. Must obtain and maintain CFC certification required by the EPA. Must possess a valid driver's license issued by the state of North Carolina and maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including electrical tools, boilers, chillers, cooling towers, pumps, welders, pipe threaders, various hand tools, etc. Must be physically able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates.

Language Ability: Requires the ability to read service requests, invoices, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare billing statements, activity logs and reports according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Considerable knowledge of heat, ventilation and air conditioning system replacement and maintenance.

Considerable knowledge of common problems and indications of such problems with heat, ventilation and air conditioning systems.

Knowledge of DDC/Energy management and energy-savings methods and/or techniques that can be implemented in school buildings.

Considerable knowledge of the tools and equipment used in the replacement and repair of heat and air systems, controls, mechanical machinery and equipment in School System buildings and facilities.

Considerable knowledge of the occupational hazards and safety precautions of electrical work and other trades required of the position, including practices and procedures for the safe handling of asbestos-containing materials.

Considerable knowledge of approved HVAC and electrical methods, practices, code requirements and safety standards.

General knowledge of the maintenance requirements of assigned equipment.

General knowledge of the principles of supervision, organization and administration.

Skill in the use and care of hand and power tools and equipment necessary to perform heat and air systems replacement and repair tasks.

Ability to communicate effectively both orally and in writing.

Ability to plan and schedule weekly workload.

Ability to read and interpret blueprints and schematic drawings.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.