

CLASS TITLE:**HVAC SHOP SUPERVISOR**

Class Code: 02318400

Pay Grade: 20A

EO Code: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for supervising the activities of a staff engaged in a program of building maintenance, heating ventilating and air conditioning maintenance and repair; energy management activities; to assist in the requisition of necessary supplies and materials; assist in the inspection of building service contracts and the inspection of construction and maintenance and repair; and to do related work as required.

SUPERVISION RECEIVED: Receives general and specific directions from a superior with some latitude for use of independent judgement; work is subject to occasional review upon completion.

SUPERVISION EXERCISED: Supervises and assigns work to a maintenance force which includes skilled trades, skilled and semi-skilled laborers; makes specific assignments and gives instructions in methods and procedures when necessary; usually inspects work during process and upon completion for compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and work in conjunction with the activities of a skilled trades staff engaged in a program of buildings and grounds maintenance.

To supervise the maintenance and repair of various types of heating, ventilating and air conditioning systems.

To maintain, adjust and repair various energy management systems located throughout the facility.

To supervise and work in conjunction with the operation, maintenance, repair and gas reclamation for a wide variety of commercial and household refrigeration and ice making units, using a variety of refrigeration gases and medium.

To supervise various vendors and contractors engaged in building maintenance services and repairs.

To maintain records of materials used and prepare reports of progress on specific assignments.

To make inspections of buildings and grounds to determine repairs and maintenance needed.

To supervise and maintain the preventive maintenance program for the heating ventilating and air conditioning systems.

To read blueprints for specifications for various maintenance jobs, to estimate materials, and to requisition supplies.

To assist in obtaining clarification of billing payments, requisitions, purchase orders and invoices.

To submit written requests for supplies and equipment, including the determination of kind, size, quantity and quality.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, equipment and materials used in the operation, maintenance and repair of heating, ventilating and air conditioning systems and skill in the applications of such practices and techniques; a working knowledge of safety measures and precautions of building maintenance and construction; the ability to plan, assign and supervise the work of a varied group of skilled and semi skilled workers; the ability to deal effectively with superiors, vendors, and contractors; the ability to make and work from sketches and

plans for improvement or alteration of buildings and equipment; the ability to eliminate amounts of material necessary for assigned maintenance work; a working knowledge of computer based energy management systems; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may be gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position in the field of heating ventilating and air conditioning; employment as a journeyman refrigeration mechanic; employment in the field of energy management with experience in energy management and preventive maintenance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment, must possess a R.I. State Refrigeration License issued by the State Department of Labor and Training, Office of Professional Regulation (Pipefitters/Refrigeration) and must maintain such license as a condition of employment.

Class Revised: March 28, 1999

Editorial Review: March 15, 2003