



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Supervisor – HVAC/R Services

QUALIFICATIONS

1. High School diploma or equivalent with seven years' verifiable, progressively responsible experience related to HVAC/R system services, OR
2. Associate's Degree in Management, Business, or related field with three years' verifiable, progressively responsible experience related to HVAC/R system services preferred.
3. Two years' experience in a supervisory capacity.
4. CEFP Certification required within one year of employment.
5. Complete ten hour OSHA training course within 6 months of employment.
6. Participate in three Supervisor Training Seminars within one year of employment.
7. Valid Florida Driver License.

Job Goal

Responsible for the supervisory duties directing the activities of skilled, subordinate working personnel involved in maintenance and/or repair activities relating to Heating, Ventilation, Air Conditioning and Refrigeration Equipment, for Brevard Public School properties

KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of State of Florida Educational Building Requirements for Facilities (Chap 423). Familiarity with all aspects of the maintenance and repair facility of HVAC/R systems. Understanding of use, application and operation of tools and equipment related to the HVAC/R trade. Knowledge of performance of HVAC/R systems. Ability to read, interpret and identify blueprints and schematics. Ability to interpret detailed drawings as well as field sketches, perform lay-outs and material take-offs. Ability to meet deadlines and completion dates for tasks. Ability to manage maintenance personnel activities and workmanship. Ability to coordinate design consultants / contractors for specialty repairs, meet deadlines and projected completion times within budgetary constraints. Basic general knowledge of the tools, equipment, materials and safety practices of the maintenance trades. Considerable knowledge of the hazards and safety measures common to HVAC/R work. Knowledge of computer systems, wireless communication devices, and Computer Maintenance Management System (CMMS).

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Plan and schedule staff assignments.
2. Assist with the requisition of necessary tools, supplies, materials and equipment.
3. Maintain operational records and reports via Work Order System.
4. Monitor and enforce observances of safety regulations.
5. Assist with coordination of work with other supervisors.
6. Analyze and resolve work problems and assist workers in solving problems.
7. Instruct, monitor, and consult with superiors and subordinates on complex work tasks and ensure compliance with codes, standards, regulations and operation instructions.
8. Study existing practices and procedures to determine methods of improving processes and procedures.
9. Ensure tasks are performed in an effective and timely manner.
10. Assist with the development of prioritized, planned and estimated weekly schedules for preventive, corrective, recurring and emergency work.
11. Utilize computerized maintenance management systems to ensure optimum shop performance.
12. Participate in continuous improvement initiatives.
13. Participate and report on customer satisfaction surveys and action plans.
14. Communicate with Work Controls communications/customer service personnel on a regular basis.
15. Assist with the management of major maintenance and appropriate repairs to meet timelines, scope of services

- and budgets.
16. Participate in the design criteria for new projects and implementation of new materials and construction practices during design phases.
 17. Participate in assessment of schools/facilities for budgeting purposes of up-coming capital projects and five year assessment plan.
 18. Use all up-to-date contract information for procurement and purchasing procedures.
 19. Ensure all policies and regulations of the School Board of Brevard County are observed at all times.
 20. Maintain a safe and secure working environment for all employees.
 21. Complete performance evaluations on subordinate employees.
 22. Be required to supervise various trades/craft personnel as assigned.
 23. Serve as weekly 24/7 On-Call Supervisor as applicable by supervisor rotation.
 24. Perform other duties as assigned commensurate with the skills and abilities of the position.
 25. Provide outstanding customer service and use positive interpersonal communications skills.
 26. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
 27. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS

Medium Work: Exerts up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: <u>Non-Bargaining</u>	DATE DEVELOPED: <u>4/7/15</u>
PAY GRADE: <u>18</u>	DATES REVISED: _____
PAY CODE: _____	DATES BOARD APPROVED: <u>5/26/15</u>
PAY TYPE: <u>C</u>	EEO-5: _____
PAY DAYS: <u>12 Month</u>	FUNCTION: <u>Maintenance</u>
FLSA STATUS: <u>Exempt</u>	Classification: <u>EAP</u>
ADA CODE: _____	DOE Survey Code: _____

Draft Developed By: Associate Superintendent – Facilities Services

FOR HR USE ONLY:

Labor Relations Services: Jim Hickey

Compensation Services: Rick Morton

Classification Approved By: Debra Pace