



<b>Job Title</b>	HVAC Supervisor
<b>Department</b>	Department of Public Works – Building Maintenance Division
<b>Employment Status</b>	Full Time
<b>FLSA Status</b>	Exempt
<b>Classification</b>	Grade 9

### Scope of Work

This position coordinates all HVAC technicians and contractors, triages emergency calls, provides trainings, oversees the preventative maintenance program for HVAC equipment, and provides daily oversight and troubleshooting of the Building Management System.

### Supervision

<b>Received</b>	Director of Building Maintenance
<b>Exercised</b>	HVAC Technicians

### Essential Job Functions

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

#### General Tasks:

- Oversees HVAC technicians and their workload
- Coordinates outsourced HVAC contractors, scheduling and calling out repairs as necessary
- Oversees the HVAC preventative maintenance program
- Provides daily oversight and troubleshooting of the Building Management System
- Coordinates filter replacements
- Generates HVAC work orders and oversees work order completion
- Serves as the liaison between School and Town buildings for all HVAC concerns
- Oversees purchasing of any parts and equipment for HVAC repairs
- Responds to emergency HVAC calls

### Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

## Requirements of Work

- Minimum of seven (7) years of relevant work experience in diagnosing, repairing, and maintaining commercial level heating, ventilation, refrigeration, and air conditioning systems
- Valid state or federal license in HVAC, Oil Burner, Power Plants, Fireman, Pipefitter, Steamfitter, or equivalent
- Valid universal refrigeration license
- Possession of a current and valid Massachusetts Class D motor vehicle operator's license
- Minimum of five (5) of supervisory experience or ten years in the field experience

## Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

<b>Knowledge of</b>	<ul style="list-style-type: none"><li>• Building automation systems, including DDC, LonWorks, BACnet, MODbus, EcoStruxure, Johnson Controls, Delta Controls, siemens, Carrier, Trane, York, Automated Logic, Automated Temperature Controls, Schneider Electric</li><li>• HVAC preventative maintenance schedules</li><li>• HVAC and building codes</li></ul>
<b>Ability to</b>	<ul style="list-style-type: none"><li>• Troubleshoot complex HVAC systems</li><li>• Manage multiple outside contractors and small projects/repairs</li><li>• Use technology to communicate, track, and troubleshoot</li><li>• Read and understand blueprints and floor plans</li></ul>
<b>Skill in</b>	<ul style="list-style-type: none"><li>• HVAC and related trades</li><li>• Building automation systems</li><li>• Time management</li><li>• Verbal and written communication</li></ul>

## Necessary Special Requirements

None

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent periods of inspecting multiple buildings in different locations
- Travel within Town to plan, oversee, or provide direct services
- Ability to lift up to 50 lbs
- Operation of equipment that causes loud noise level and high vibrations

- May require the exercise of caution when operating heavy equipment and handling chemicals or other toxic materials
- Frequent periods spent bending, stooping, and lifting moderately heavy objects
- Frequent work on ladders, scaffolding, roofs, catwalks, and high places as well as in confined spaces such as steam tunnels, crawl spaces, and limited access mechanical rooms
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Regularly required to walk, stand, sit, talk, and hear

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*