



Job Title: Shop Leader – HVAC Operations

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 23

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to coordinate and oversee skilled work involving the installation, maintenance, and repair of commercial heating, ventilation, air conditioning, and refrigeration motors and equipment.

ESSENTIAL JOB FUNCTIONS

- Coordinates, inspects, and performs operation of a wide variety of skilled work involving the installation, maintenance, and repair of commercial heating, ventilation, air conditioning, and refrigeration motors and equipment; Assigns work and projects to personnel and reviews project status.
- Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Reviews incoming maintenance requests and work orders to determine manpower, tools, equipment, and materials requirements and assigns work orders accordingly.
- Performs highly complex installations, maintenance, and repairs on heating, ventilation, air conditioning, and refrigeration (HVAC) motors and equipment; Assists with complex HVAC work.
- Prioritizes, schedules, and inspects the installation, testing, and services of HVAC units and associated equipment; Inspects duct work and ventilations systems.
- Designs, installs, repairs, and calibrates pneumatic, electric, and electronic HVAC control systems.
- Inspects, coordinates, and performs advanced diagnostic tests and highly complex repairs and services of various residential and commercial equipment natural and forced draft convection gas and electric heating equipment; Various refrigerators and freezers, ice machines, and shake machines; Electronic and pneumatic electric controls systems, hydronic systems, and variable frequency drives; Reciprocating, centrifugal, and chillers.
- Inspects the motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects to power source.

- Reviews plans and specifications, prepares material and cost estimates, outlines diagrams and as built drawings for the installation of new and/or replacement of existing HVAC equipment; Reads and interprets blueprints, sketches, or building plans for information pertaining to the installation of various cooling systems or motors.
- Operates various standard and diagnostic equipment and tools utilized in HVAC and refrigeration/freezer repair.
- Ensures the disposal of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; Ensures refrigerant and refrigerant oils are recovered according to regulations; Performs all work in compliance with all applicable codes, standards and regulatory requirements.
- Maintains various records and reports, e.g., job records, work orders; Inventory supply for parts, equipment, machinery and tools; Material requests.
- Ensures all waste and hazardous materials are disposed of in accordance with prescribed safety policies and environmental procedures; Recovers refrigerant and refrigerant oils according to DER regulations; Performs all work in compliance with all applicable codes, standards, and regulatory requirements.
- Conforms to safety standards as prescribed.
- Responds to emergency calls for HVAC repair.
- Performs other duties as directed.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- Six (6) years of commercial experience in skilled work in the installation, maintenance, and repair work of Heating, Ventilation, Air Conditioning, and Refrigeration motors and systems, to include experience in a senior position.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Journeyman License in specialty area required. Master License in specialty area preferred.
- Type 1 EPA Certification required.
- Must possess and maintain a valid Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervisory principles and practices.
- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to act as a lead worker.
- Requires the ability to display knowledge of operation and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.
- Requires the ability to display knowledge of occupational hazards and safety precautions.

- Requires the ability to display knowledge of basic arithmetic.
- Requires the ability to display knowledge of work with hand and power tools.
- Requires the ability to display knowledge of perform maintenance and repair tasks.
- Requires the ability to display knowledge of computer skills in programs such as MSWord, Excel, and GroupWise.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move in excess of 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: