**Job Title:** HVAC Supervisor  
**Wage/Hour Status:** Non-Exempt  
**Reports to:** Maintenance Administrator  
**Pay Grade:** MT-7  
**Dept./School:** Maintenance Dept.  
**Date Revised:** January 17, 2014  

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**Primary Purpose:**  
Under general supervision, maintain, repair, and install heating and air conditioning systems equipment, chiller repairs and Energy Management Systems throughout the district. Maintain and provide for the safe condition and operation of all HVAC systems in district facilities.

**Qualifications:**  
**Education/Certification:**  
- High school diploma or GED  
- Valid Texas Driver's License  
- Texas air conditioning and refrigeration contractor license or technician certification  
- CFC Universal Refrigerant License  

**Special Knowledge/Skills:**  
- Knowledge of HVAC repairs, maintenance, and installation techniques  
- Ability to read and interpret blueprints, diagrams, schematics, and written reference material  
- Ability to perform mathematical calculations  
- Ability to diagnose and resolve problems  
- Ability to use hand and power tools  
- Ability to communicate in English by speaking, reading and writing.  
- Ability to communicate in Spanish a plus  
- Ability to compile and maintain records  
- Familiar with State Code and required inspections  

**Experience:**  
- Five years of experience in HVAC field, including Chiller and Energy Management Systems required.

**Major Responsibilities and Duties:**  
- Performs all duties in a safe manner (including any required driving) to avoid injury to oneself and/or to others.  
- Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment.  
- Install new heating and air conditioning systems and components.  
- Relocate and expand existing HVAC systems as needed.
- Repair, replace, or calibrate controls, thermostats, switches, fuses, and electrical wiring.
  - Fabricate, assemble, and install duct work and piping according to specifications and code.
- Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
- Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
- Assist Maintenance Administrator/Energy Manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
- Receive and complete work orders.
- Select material and hardware and make time and materials estimates.
- Maintain accurate records on material and labor used.
- Maintain inventory of district-owned tools, equipment, and materials.
- Inspect jobs upon completion and ensure areas are clean.
- Work with Principals and Supervisors to complete projects.
- Detect needed repairs on equipment following established inspection procedures.
- Respond to emergency calls as needed and be able to perform Web based trouble shooting on Building Automated Systems.
- Perform preventive maintenance on tools and equipment.
- Operate tools and equipment according to established safety procedures.
- Ensure that equipment is in safe operating condition.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Connect unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

**Supervisor Responsibility:**

Assist Maintenance Administrator with supervision/evaluation of HVAC technicians

**Equipment Used:**

Be able to have knowledge of using meters, gauges, welding equipment, ladders, hoists, hand and power tools, pipe bender, propane torch. Light truck or van.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting, and carrying. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; exposure to dampness and humidity; work on ladders and scaffolding; exposure to slippery and uneven surfaces.

Frequent district wide travel.