

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Supervisor, HVAC and Refrigeration	<b>CLASSIFICATION:</b>	Classified Represented Supervisor (CSA)
<b>SERIES:</b>	Supervisor IV	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0449	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Maintenance	<b>SALARY:</b>	Range 22 Salary Schedule G
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	10-07-02
		<b>HR REVISION:</b>	12-14-14

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**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct the maintenance and repair HVAC and refrigeration systems in school buildings requiring independent judgment and analysis.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Supervise, plan, organize, coordinate, and direct the maintenance and repair of HVAC and refrigeration systems in school buildings requiring independent judgment and analysis. **E**

Supervise, train, and evaluate the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Prioritize, schedule, and assign work; receive work orders, and dispatch HVAC and refrigeration staff; assure accurate, cost effective, and timely completion of work assignments; drive a vehicle to conduct inspections. **E**

Install, maintain, repair, and service air space, heating, cooling, ventilation, food and beverage storage refrigeration equipment, refrigeration compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, together with all refrigeration lines and devices used to control temperatures. **E**

Perform journey-level skilled work to operate, maintain, and repair heating, air conditioning, power, refrigeration, water treatment, ventilating, and other mechanical systems. **E**

Operate, maintain, and repair boilers, heaters, pumps, appurtenances, and lines used in distribution of steam and heated or processed water, pumps handling brines or secondary refrigeration liquids, together with all valves, appurtenances, and lines used in the systems. **E**

Select location heating, cooling, and refrigeration equipment; read and analyze specifications and blueprints; monitor status of jobs for maintenance projects. **E**

Operate, maintain, and repair air compressors, together with distribution lines and all valves and devices for air control. **E**

Utilize soldering and brazing equipment and cutting torches to make minor repairs; use all types of pipe wrenches, electric drills, drill presses, pipe threaders, and other types of special tools and equipment used in the HVAC trade, including voltmeters and ammeters. **E**

Operate, maintain, and repair water filters, softeners, piping, and pumps used in conjunction with water distribution, motors and engines used to power pumps, compressors, and fans. **E**

Perform preventive maintenance on various types of HVAC equipment throughout a school as required; respond to emergency situations on 24-hour call. **E**

Operate, maintain, and repair the following equipment: processing, container handling, sterilizing, labeling and coding, materials handling, or any automation equipment which may be installed in the plant. **E**

Estimate cost of materials and labor; prepare and submit requisitions for materials and supplies; monitor and review invoices and purchase orders with vendors; assure appropriate stock levels are maintained for the division; assist with annual division budget preparation activities as directed. **E**

Communicate with district personnel, departments, and contractors to provide technical information, coordinate activities and resolve issues, concerns, or questions regarding work orders and scheduling of projects; confer with district personnel regarding maintenance needs. **E**

Prepare and maintain a variety of records and progress reports related to division activities; operate a computer to maintain records and provide reports; check invoices and assure proper charges are accurately maintained; submit to appropriate personnel and department as required. **E**

Learn to program or reprogram miscellaneous energy management systems utilizing a computer. **E**

Provide excellent customer service by establishing positive relationships with district personnel, vendors, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division; lift and carry heavy objects. **E**

Must be available for mandatory overtime during critical times. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, five-year HVAC and Refrigeration apprenticeship program, and nine years of increasingly responsible journeyman-level HVAC and Refrigeration experience.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; employee entrance evaluation (lifting test); Department of Transportation district drug and alcohol testing; valid EPA Universal Refrigeration Recycling certification.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Effective supervision practices, evaluation techniques, and leadership styles.

Interpersonal skills using tact, patience, and courtesy.  
Basic budget preparation and control.  
Operation of a computer terminal and other office equipment.  
Boilers, boiler controls, electrical and air thermostats, pumps, domestic hot water supply systems, and water treatment and control of boilers.  
Refrigeration cycle and operation, and the maintenance and repair of components of refrigeration systems.  
Water supply systems of swimming pools and water treatment for swimming pools.  
Electrical, mechanical, and plumbing codes.  
Soldering of compressors, components, and fittings.  
Methods, materials, tools, and equipment used in the maintenance and repair of ventilation and heating equipment.  
Building codes, policies, regulations, and guidelines pertaining to a typical school.  
Appropriate sections of the federal Clean Air Act and related EPA regulations.  
Basic record-keeping techniques.  
Safe working methods and procedures.  
Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers.  
Health and safety regulations, standards, and OSHA codes.  
Technical aspects of field of specialty.

**ABILITY TO:**

Supervise, plan, organize, coordinate, and direct the maintenance and repair of HVAC and refrigeration systems in school buildings requiring independent judgment and analysis.  
Supervise, train, and evaluate the performance of assigned staff.  
Communicate effectively, and maintain cooperative relationships.  
Analyze situations accurately, and adopt an effective course of action.  
Prioritize, schedule, and assign work.  
Work alternate work schedules.  
Work mandatory overtime hours during critical periods throughout the year.  
Perform journey-level skilled work to operate, maintain, and repair heating, air conditioning, power, refrigeration, water treatment, ventilating, and other mechanical systems.  
Assure accurate, cost effective, and timely completion of work assignments.  
Estimate cost of materials and labor.  
Order parts and supplies according to established guidelines.  
Operate a computer to maintain records and prepare reports.  
Learn energy management systems.  
Work from blueprints, shop drawings, sketches, manuals, and diagrams.  
Inspect facilities for maintenance and repair needs within the HVAC parameter and be aware of fire, safety, and health hazards.  
Utilize soldering and brazing equipment and cutting torches to make minor repairs.  
Use all types of pipe wrenches, electric drills, drill presses, pipe threaders, and other types of special tools and equipment used in the HVAC trade, including voltmeters and ammeters.  
Lift and carry heavy objects according to safety regulations.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Understand and follow oral and written directions.  
Observe legal and defensive driving practices.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Indoor and outdoor work environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; seeing to read work orders, blueprints, shop drawings, sketches, manuals, diagrams, and monitor activities; walking or standing for extended periods of time; dexterity of hands and fingers to operate a computer and specialized hand tools and equipment; climbing ladders and working from heights; bending at the waist; kneeling, or crouching; reaching overhead, above the shoulders, and horizontally; lifting and carrying heavy objects.

**SAMPLE HAZARDS:**

Electrical power supply and high voltage; working in a cramped or restrictive work chamber; exposure to vapors and fumes; subject to noise from air conditioning and refrigeration equipment.

Sup IV HVAC Refrig (ZIP 100)

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.