DEFINITION:
Under general direction to the Director of Operations and/or the Associate Director of Plant Services to plan, coordinate, and supervise all heating, air conditioning, ventilation maintenance and to modify, design, evaluate, and select major heating and ventilation equipment district wide.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Hires, evaluates, supervises, and schedules activities of employees working within the heating, air conditioning, and ventilation trades.

2. Investigates and identifies major H & V problems and develops plans and specifications for corrective action.

3. Evaluates equipment, establishes cost and maintenance histories, and develops computerized maintenance plans and schedules.

4. Identifies equipment and supply needs and prepares necessary order documents.

5. Reviews campus requests requiring H & V needs or changes, develop plans, and schedule accomplishments.

6. Performs duties as construction supervisor and inspector of mechanical systems on major construction or renovation performed by contractors.

7. Responsible for the programming and operation of a computerized Energy Management System.

8. Performs repairs on electronic control equipment used in monitoring and equipment control for computerized Energy Management System.

9. Supervises the in-house removal of asbestos and hazardous materials when required in the H & V area.

10. Determines requirements and plans mechanical systems for major conversions and construction.

11. Supervises all cooling and boiler operations and related distribution systems.

12. Supervises repairs and maintenance of campus food service refrigeration and ice making equipment.

13. Coordinates work with other skilled trades.

14. Provides input and feedback for continual improvement of a computerized facilities information system.

15. Performs other related duties as assigned.
EMPLOYMENT STANDARDS:

Knowledge of:
1. H & V systems, equipment and controls.
2. Techniques of supervision and budgeting for chiller and boiler preservation.
3. Federal, State, and local building regulations.
5. Asbestos encapsulation and removal.

Ability to:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Evaluate mechanical air systems, identify problems, and resolve.
5. Schedule and supervise employees to maximize effectiveness.
6. Develop, prepare and explain complex plans, working drawings and perform necessary calculations of mechanical systems.

Experience:
1. Four years of increasingly responsible experience in maintenance or construction work, at least two years of which must have included supervisory responsibility for the work of journeyman tradesman. The incumbent must have successfully completed a course in supervision or management in an acceptable institution within the last three years or will complete such a course within one year after assuming the position.

Education:
1. Equivalent to completion of the twelfth grade.

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