

**Maintenance Foreman - HVAC**

**Purpose Statement**

The job of Maintenance Foreman - HVAC is done for the purpose/s of maintaining heating/air conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; ensuring adequate materials are available to complete assignments in a timely manner; directing assigned employees; and assisting other skilled trades as required.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Supervisor

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**Essential Functions**

- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects and/or preparing bid specifications.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects systems and their components (e.g. heating units, building exhaust fans, ventilation units, roof top units, etc.) for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventative maintenance.
- Installs heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance (e.g. changing belts, filters, etc.) for the purpose of ensuring the ongoing functioning of HVAC and refrigeration systems.
- Prepares documentation (e.g. records of refrigerants, daily paperwork/log, time and materials, specifications, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
- Prioritizes and organizes work for the purpose of ensuring that there are workers and materials on the project site when needed and work is completed in a timely manner.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Programs computer controls on heating and air conditioning systems for the purpose of maintaining comfort within the school district buildings.

- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Supervises the sheet metal shop (e.g. duct work, siding, flashing, etc.) for the purpose of ensuring parts being made are the right size and configuration.
- Supervises personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in HVAC industry; handling hazardous materials; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing supervision and guidance while communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

Journeyman HVAC license

Contractors license

Evidence of Insurability

Valid Driver's License

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt