

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Foreman – HVAC
Pay Table:	Support
Pay Grade:	17
FLSA Status:	TBD
Job Code:	702
Reports to:	Maintenance Coordinator

JOB SUMMARY

Under the general direction of the Maintenance Coordinator, the Foreman – HVAC supervises HVAC Shop personnel and assists with repair and maintenance of heating and cooling systems.

ESSENTIAL JOB FUNCTIONS

- Organizes and assigns jobs and distributes job sheets to HVAC technicians.
- Prepares daily trip sheet (lists jobs for each technician).
- Reports to coordinator to review and coordinate assignments.
- Responds to emergencies (on call 24 hours per day).
- Supervises and assists with maintenance and repair of HVAC and related systems and equipment. Maintains and repairs boilers. Chemically treats water in boilers. Trouble-shoots and repairs pneumatic systems. Repairs and replaces water heaters and piping (i.e., repairs or replaces steam and water coils, steam traps, condensation pumps, hot water pumps). Repairs and replaces sump pumps. Repairs and replaces automatic valves in heating systems. Services and repairs air conditioning units, chillers and swamp coolers. Services and repairs air compressors. Cleans, replaces and repairs storage and expansion tanks. Trouble-shoots furnaces. Repairs fan coil units. Trouble-shoots and repairs automatic temperature control systems (thermostats, etc.). May require tearing out and replacing control systems.
- Coordinates with and supervises outside contractors, installing new equipment and repairing systems.
- Coordinates work with other maintenance personnel and departments (electricians, plumbers, etc.).
- Supervises, assists and trains subordinates.
- Operates personal computer for record keeping (parts ordered and received, telephone directory, supplier lists, etc.).
- Maintains records on all boiler inspections.
- Performs mechanical building inspections to identify issues.

- Prepares price information forms to order parts and supplies.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Formal apprenticeship preferred.
- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Commercial Mechanical Inspector's License preferred.
- Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Knowledge of plumbing installation and maintenance
- Some knowledge carpentry, painting and masonry
- Knowledge of electrical systems and electronics
- Thorough knowledge of pneumatics and controls
- Knowledge of steam, gas and water systems.
- Knowledge of material safety data sheets preferred.
- Ability to manage inventory and property.
- Ability to use small office equipment and computers.
- Ability to use or repair small and heavy equipment and machinery.
- Ability to supervise employees using or repairing heavy machinery.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

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

The Davis School District has the right to revise this position description at any time.