Heating, Ventilation, Air-Conditioning (HVAC) Foreman
New Hanover County Schools

Job Description

Class: Classified
Dept: Maintenance Operations

TITLE: **Heating, Ventilation, Air-Conditioning (HVAC) Foreman**

QUALIFICATIONS:
1. High school degree or equivalent.
2. Seven years' experience in the installation, maintenance, and repair of HVAC and related environmental control systems.
3. North Carolina Heating Group II and Heating Group III Class 1 license is preferred.
4. Commercial and industrial HVAC experience required. Management experience preferred.
5. Valid North Carolina driver's license.

REPORTS TO: Skilled Trades Section Supervisor

JOB GOAL: To oversee the planning, supervision, installation, and repairs to heating, ventilation, and air-conditioning systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations; ensure HVAC staff follow departmental procedures and New Hanover County Schools' policies.

2. Troubleshoot and repair complex chillers, boilers, four-pipe systems, water source heat pumps (WSHP) and control problems; determine parts needed and work procedures.

3. Analyze HVAC system requirements; recommend new systems or modifications.

4. Research new equipment and procedures for possible adoption and use.

5. Read blueprints, diagrams, manufacturer specifications, written and verbal instructions; review all construction documents.

6. Supervise HVAC staff setting in place HVAC and environmental control equipment, wiring controls and other related electrical equipment.

7. Oversee HVAC staff in the techniques and procedures employed in the HVAC trade.

8. Follow a predetermined schedule of preventative maintenance and make recommendations regarding the major overhaul of systems.

9. Enter all completed work orders daily.

10. Prepare and submit, to the Skilled Trade Section Supervisor, weekly shop projects' summary reports, shop meeting reports, and the annual budget for the HVAC Shop.

11. Communicate with contractors on various projects to ensure they achieve quality work in a timely manner. Monitor work of service contractors for adherence to plans and specifications; address all day-to-day personnel issues in the HVAC Shop.

12. Willing to be on-call in case of emergency.

13. Perform related duties and responsibilities as requested by the Director or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 73

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:
- Demonstrate considerable functional knowledge of heating, ventilation, refrigeration theory.
- Demonstrate considerable functional knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of HVAC equipment.
- Demonstrate considerable functional knowledge of the design and operation of centrifugal and reciprocal compressors.
- Demonstrate functional knowledge of electricity and the design and operation of energy management control systems.
- Ability to diagnose equipment malfunction and prescribe repair procedures.
- Ability to follow broad verbal and written instructions, blueprints and diagrams.
- Ability to analyze building heating and air-conditioning requirements and recommend systems or modifications, including boilers and four-pipe systems.
- Ability to keep accurate records, coordinate written work requests and work orders, and maintain good inventory records.
- Demonstrate good computer skills.

- Ability to make estimates of time and materials.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.