

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

Job Description

Class: Classified

Dept: Maintenance Operations

TITLE: Heating, Ventilation, Air-Conditioning (HVAC) /Plumbing 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. Must hold a valid North Carolina Heating Group II (H-II) license and a valid North Carolina Heating Group III Class I (H-III Class I) license, or a valid North American Technician Excellence (NATE) Certificate in Heating, Ventilating, and Air-Conditioning or a closely related discipline, and obtain a North Carolina Heating Group II (H-II) license and a North Carolina Heating Group III Class I (H-III Class I) license within 120 days of hire.
 4. North Carolina Heating licenses must be placed in the name of New Hanover County Schools within 30 days of hire or license issue.
 5. Valid North Carolina driver's license.

REPORTS TO: Energy Supervisor

JOB GOAL: To oversee the planning, supervision, installation, and repairs to heating, ventilation, and air-conditioning systems. To oversee the planning, installation, maintenance, and repair of air, gas, water, steam, and waste disposal systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations; ensure HVAC/plumbing staff follow departmental procedures and New Hanover County Schools' policies.
2. Troubleshoot and repair complex chillers, boilers, four-pipe systems, 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/plumbing staff in the techniques and procedures employed in the HVAC/plumbing trades.
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. Plan, assign, and review the work of the plumbing staff engaged in the installation, modification, and/or repair of plumbing systems; oversee plumbing staff in cutting, threading, assembling, and installing pipe, connecting valves, caulking joints, and testing finished work by allowing water to flow through.
11. Direct repairs and replacement of water, steam, air, gas, and waste disposal lines, and perform similar work expected in the plumbing trade; inspect work upon completion to determine that work conforms to specifications.
12. Prepare and submit, to the Energy Supervisor, weekly shop projects' summary reports, shop meeting reports, and the annual budget for the HVAC/Plumbing Shop.
13. 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/Plumbing Shop.
14. Willing to be on-call in case of emergency.
15. Perform related duties and responsibilities as requested by the Director.

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

Revised 1.6.2016

Starting Salary and/or Grade: Grade 75

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 as well as methods of installation and repair of plumbing systems.
- 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.
- Demonstrate considerable functional knowledge of safety precautions of the plumbing trade.
- Knowledge of the use of tools, materials, and equipment commonly used in the performance of plumbing work.
- Ability to make estimates of time and materials.
- Ability to instruct subordinate personnel in plumbing work to establish a program of training for apprentices.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.