

## HVAC SUPERVISOR

### Job Description

**CATEGORY:** PLANT OPERATIONS  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 60  
**REPORT TO:** EXECUTIVE DIRECTOR OF FACILITIES & PHYSICAL PLANT  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

### JOB SUMMARY

Performs, directs, and supervises the operational and personnel activities of the Heating, Ventilation, and Air Conditioning (HVAC) on campus properties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, maintains, and manages the operations and reliability of College facilities and general infrastructure systems including the various Thermal Plants in operation.
- Monitors preventative maintenance processes and programs and facility inspection processes for on-going review of maintenance work by external code enforcement agencies.
- Supervises, trains, and evaluates assigned HVAC technicians. Conducts performance evaluations in accordance with the College policies and procedures.
- Recommends, and administers policies, procedures, and processes in support of HVAC operations; implements and monitors compliance with approved policies, procedures, and processes.
- Administers procurement and fiscal management activities associated with HVAC activities, which may include: preparing RFIs, RFPs, and RFQs for maintenance related work to acquire trades and professional assistance; monitoring spending on project and cost account basis; recommending and implementing corrective spending plans; reviewing and authorizing purchase orders; administering contracts; obtaining price quotes and bids; purchasing and approving employee purchases; ensuring compliance with College and public purchasing rules.
- Collects and analyzes a variety of complex data and information, including utility costs and usage. Implements plans in accordance with the Energy Management Program for efficient use of facilities. Performs statistical analysis and summarizes findings in applicable reports or other communication mediums.
- Writes and receives work orders; plans, supervises, and monitors work of HVAC technicians and external vendors performing HVAC related work on campus or on the Thermal Plants.
- Programs, monitors, troubleshoots, and schedules the Building Automation System resulting in optimized building equipment operation, energy utilization, indoor air quality and comfort.
- Serves as a liaison with other departments within the College, the community, and external agencies in order to provide information on available resources, projects, and/or services.

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- Identifies training needs of staff and facilitates delivery of training. Supervises the performance of assigned staff; takes disciplinary action when needed; assures substitute coverage as necessary; reviews schedule of various sites.
- Coordinates and conducts site inspections; recommends actions for improvement as appropriate.
- Provides technical expertise, information and assistance to the College regarding assigned functions; participates in the formulation and development of policies, procedures, and programs as requested.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Ability to supervise and implement comprehensive HVAC and general maintenance programs.
- Ability to assist in preparing and administering a budget.
- Ability to assist and prepare a variety of reports..
- Ability to maintain accurate and detailed records of work and projects performed.
- Ability to operate vehicles including forklifts, cars, trucks, vans and other equipment; tows trailers and ensures the safe loading of trailers.
- Knowledge of principles and practices in facilities maintenance, contract management, budgeting, procurement, project management, and preventative maintenance.
- Knowledge in applicable federal, state, and local laws, rules, regulations, codes and/or statutes.
- Ability to read and interpret construction blueprints, specifications, drawings, maps, and/or other related technical documents.

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- Ability to manage complex, multi-discipline projects involving multiple locations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and make recommendations in support of goals.
- Knowledge of modern office procedures, methods and communication equipment.
- Knowledge of financial record keeping and reporting principles and practices.
- Knowledge of safety and accident prevention practices.
- Knowledge of OSHA safety regulations.
- Ability to use hand tools.
- Ability to lead, supervise, instruct, and train others in the work, including the operation and proper use of equipment.
- Ability to grasp concepts and procedures quickly.
- Strong detail orientation and ability to multi-task with little direct supervision.
- Strong judgment, decisiveness, and interpersonal skills to work effectively with employees at all levels of the organization.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Cooperation team player in a diverse working environment.
- Ability to thrive in a fast-paced, customer-service oriented collaborative team environment.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience required.

- A high school diploma or G.E.D equivalent and ten (10) years of progressive responsibility in commercial HVAC maintenance OR an Associate's degree from an accredited college or university and five (5) years of progressive responsibility in HVAC maintenance experience.
- HVAC certification from an accredited program of study.
- Three (3) years supervisory experience of HVAC technicians or general maintenance workers.

### **PREFERRED EDUCATION AND EXPERIENCE**

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- Bachelor's degree in Engineering or a related building construction/maintenance field from an accredited college or university.
- Five (5) years supervisory experience of HVAC technicians or general maintenance workers.
- Experience with Siemens or other Building Automation Systems.
- Bilingual in English and Spanish.

### **CERTIFICATES AND LICENSURES**

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.
- Forklift driver certification is preferred.
- HVAC Contractor License is preferred.
- EPA Technician Certification is preferred.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

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The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Posting Specific Questions**

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Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a high school diploma or G.E.D equivalent and ten (10) years of progressive responsibility in commercial HVAC maintenance OR an Associate's degree from an accredited college or university and five (5) years of progressive responsibility in HVAC maintenance experience?
  - Yes
  - No
3. \*Do you have an HVAC certification from an accredited program of study?
  - Yes
  - No
4. \*Do you have three (3) years supervisory experience of HVAC technicians or general maintenance workers?
  - Yes
  - No
5. Do you have a Bachelor's degree in Engineering or a related building construction/maintenance field from an accredited college or university?
  - Yes
  - No
6. Do you have five (5) years supervisory experience of HVAC technicians or general maintenance workers?
  - Yes
  - No
7. Do you have experience with Siemens or other Building Automation Systems?
  - Yes
  - No
8. Are you bilingual in English and Spanish?
  - Yes
  - No
9. \*Do you have a valid Texas driver's license or the ability to obtain one within 90 days of hire?
  - Yes
  - No
10. Do you have a forklift driver certification?

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- Yes
  - No
11. Do you have an HVAC Contractor License?
- Yes
  - No
12. Do you have an EPA Technician Certification?
- Yes
  - No