

## Job Description

**Job Title:** HVAC Supervisor  
**Position Code:** 1N31, AN31  
**Job Classification:** Non-Exempt

**Supervisor:** Executive Director of Plant Services  
**Pay Grade:** 34  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, supervising and leading the work of the heating and air conditioning mechanics.

### Essential Duties

1. Responsible for all aspects of heating, ventilation and air conditioning of all buildings in the school division. Includes but is not limited to the following equipment: Gas or oil fired boilers of all makes and sizes; burners on fossil fuel domestic water heaters, air conditioning units from window units to chillers in excess of 100 tons; air handling units of all makes and sizes; warm air fossil fuel furnaces; ventilation; all makes of control systems the equipment, electric or pneumatic or DDC, and all safety devices related to above equipment.
2. Pumps valves and other accessory equipment.
3. Initiates preventative maintenance routine on equipment in accordance with industry and applicable safety standards.
4. Assigns work to subordinates on a daily basis, oversees work and is responsible for quality control on work.
5. Visits schools on continuing basis to check plant, checks on ongoing work and ascertains proper functioning of equipment.
6. Coordinates work of private contractors hired to work on various heating or air conditioning components. Checks work and assists in writing contract specifications.
7. Enters work requests, updates and completes entries into the CMMS.
8. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Executive Director of Plant Services or other appropriate administrator.

### Job Specifications

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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school or GED required. Completion of trade school courses in HVAC maintenance / installation, apprenticeship program, or applied job experience which provides the required knowledge. Extensive knowledge in all phases of boiler operations, air conditioning operations, building heating/cooling and ventilating systems and associated control systems. Must be able to use computer to access different types of DDC control systems. Ability to read and interpret blue prints, wiring schematics, and manufacturer's literature. EPA certified in handling refrigerants. Must possess a valid Virginia Driver License and a valid Master Mechanical license.

### Working Conditions and Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Demonstrates ability to climb ladders, work on roofs up to two stories in height, lift at least 75 pounds occasionally and work in dirty, dusty conditions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to bend, stoop and reach overhead.

**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. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Executive Director of Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The HVAC Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 07/19 CR