

FACILITIES MAINTENANCE - HEATING/VENTILATION/ AIR CONDITIONING (HVAC)/PLUMBING SUPERVISOR

DEFINITION

Under the direction of the Director of Facilities Maintenance, plan, coordinate and supervise maintenance, repair, inspection, installation and modification of building heating, ventilating, air conditioning (HVAC), refrigeration, plumbing systems, and sheetmetal fabrication works.

TYPICAL DUTIES

Supervise and coordinate activities of personnel involved in the installation, repair and maintenance of HVAC systems, subsystems, related components of HVAC systems, plumbing systems, subsystems, fire sprinkler systems, and related components of plumbing systems that are in operation at District owned or leased properties. Supervise and coordinate activities of staff involved in the operation and maintenance of an automatic high and low pressure central steam heating system, the maintenance and repair of the boiler room equipment, and operations of the centralized building and energy management system currently using advanced EMS technology. Supervise and coordinate activities of staff involved in the operations and maintenance of plumbing systems to include but not limited to hot and cold water systems, sanitary sewer systems, plumbing fixtures, etc. Inspect facilities and make recommendations for replacement, repair or improvement of HVAC and plumbing systems. Supervise the maintenance of underground piping leading from and going to central boiler/cooler unit; maintain and clean cooling towers. Acquire and maintain files on permits, as appropriate, such as air compressors, boilers, fume hoods, etc.

Participate in the planning and design of maintenance, capital outlay, and scheduled or deferred maintenance projects. Develop cost estimates, specifications and other required information related to facilities maintenance projects and assist in the development of related funding proposals/submittals to state or other external agencies.

Coordinate the development of specifications for modification or replacement of plumbing systems, sheetmetal works and mechanical piping or heating and cooling systems; review blueprints and recommend modifications. Schedule and coordinate projects with other District trades, college administrators, contractors and other vendors and inspects the work of District contractors; inspect work in progress for compliance with specifications and appropriate codes. Requisition material as needed; assist in estimating materials, equipment and staffing for specific projects. Responsible for the budget development of assigned HVAC, plumbing, and sheetmetal projects and monitor project status and related expenditures on a regular basis; compile information and prepare reports. Inspect facilities and resolve areas of possible safety, health and other issues; develop and maintain adequate safety standards for work performed. Coordinate with external agencies including SMUD, PG&E, Sacramento County Public Works, City of Sacramento Public Works, EPA, State and local fire departments and Sacramento County Health Department, Yolo County, and El Dorado County.

Develop plans and schedules for on-going and long-range maintenance and short and long-range replacement of equipment such as boilers, piping systems, obsolete air conditioning and heating and refrigeration systems, plumbing systems and fixtures. Coordinate the development, implementation and maintenance of a preventative and predictive maintenance program related to the District's utility systems and building.

Participate in the development, maintenance and improvements to the District's energy and water conservation program and related energy management equipment and systems. Coordinate in the development of a utility systems master plan considering student enrollment growth projections and load demands.

Promote continued improvement for cost effective operations. Supervise and evaluate the performance of assigned employees as required in policies and applicable union contracts; promote employee training and development programs. Participate in the development of contingency plans and ensure departmental responsiveness in emergency situations. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years of increasingly responsible experience, including two years in a lead or supervisory capacity, in journey-level HVAC/plumbing.

EDUCATION

An Associate's degree from an accredited institution in plumbing, mechanical-electrical technology or related field; **OR**, possess a journeyman HVAC and/or plumbing certificate for a minimum of five years.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation; and respond to emergency calls at night and on weekends as necessary.

Possess and maintain a valid EPA approved certificate of completion certified as a Technician Type Universal, to handle all refrigerants.

KNOWLEDGE OF

Phases of HVAC and plumbing systems repair, operation and installations; principles and theory of HVAC and plumbing systems; fundamentals of electricity, electronics and pneumatics; air quality control, building codes, fire, health and safety standards related to the mechanical and plumbing trades; technical, mechanical and electrical aspects of low and high pressure boiler systems and steam systems, refrigeration and air conditioning systems up to 500-ton capacity; quality control; building code regulations; record-keeping techniques; health and safety regulations and procedures; plumbing fixtures and piping systems.

ABILITY TO (ESSENTIAL FUNCTIONS)

Plan, coordinate and supervise maintenance, repair, installation and modification of building HVAC and plumbing systems; interpret architectural drawings, blueprints and schematics; make mathematical calculations for time and materials estimates; plan, organize, supervise and evaluate the work of assigned personnel; develop and enforce safe work standards and high quality levels of service; maintain records and prepare clear and comprehensive reports; determine priorities and schedule work effectively and efficiently; interpret and implement District policy and bargaining unit contracts; ability to motivate staff, develop skills of staff, and facilitate conflict resolutions; allocate resources and participate in budget development; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing.

Physical and Environmental Factors: Ability to move about freely and safely at construction sites; climb ladders; crawl in attics, maneuver through tight and cramped spaces (i.e. trenches, crawl spaces, electrical, mechanical vaults, and plumbing etc.). Drive to various District locations; lift up to 50 pounds unassisted.