Job Title: Supervisor, HVAC Controls  Exemption Status/Test: Non-Exempt
Reports to: Manager, MEP  Date Revised: December 1, 2016
Dept. /School: Maintenance

Primary Purpose:

Qualifications:

Education/Certification:
High School Diploma or GED
Associate Degree in Technical Field Preferred
Valid Texas driver’s license with good driving record
HVAC Controls Technical School
HVAC Contractor License Preferred

Experience:
Minimum ten years’ of experience with Central Monitoring & Control Systems and Direct Digital Control (CMCS/DDC)
Previous supervisory experience

Special Knowledge/Skills:
Computer Experience and use of Microsoft Office Suite
Knowledge and experience with LonWorks and Tridium’s Niagara R2 and AX networking Platforms
Ability to interface with Energy Management System

Major Responsibilities and Duties:

1. Ability to follow instructions.
2. Ability to complete assignments in a timely and workable manner.
3. Ability to work in a team environment.
4. Assist Energy Manager with the Annual HVAC Controls Budget Forecast.
5. Oversees installation, operation and maintenance of CMCS/DDC and Pneumatic Control Systems.
6. Develop and maintain HVAC Controls Preventative Maintenance Program.
7. Develop and maintain HVAC Controls Devices and Equipment Inventory.
8. Ability to work on Niagara’s Workplace Pro Graphics and Workplace Tech programming.
9. Ability to work on Schneider Electric MicroNet Series Controllers.
10. Ability to work on Microzone Controllers and Programming files.
11. Ability to work on Universal Network Controllers and JACE.
12. Willing to perform other duties as assigned.
13. Available for after hours and weekend on call and emergencies.
Supervisory Responsibilities:

This position supervises the HVAC Controls Technician, HVAC Controls Technician/Programmer, and all repairs and replacement of commercial control devices and equipment within the district.

Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

**Motion:** Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.