



JOB TITLE	DEPARTMENT	REPORTS TO
Senior HVAC Controls Manager	Building Services and Capital Projects	Director of Building Services and Projects

<b>Position No:</b> 74025	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N22	<b>Date Approved:</b> 6/13/22
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
<ul style="list-style-type: none"> <li>• To coordinate daily workload and resolve concerns in a timely, effective manner.</li> <li>• Work with and schedule HVAC vendors for service on trades that we don't currently have in house technicians.</li> <li>• Manage the annual budget and five-year plan</li> <li>• Maximize work order efficiency</li> <li>• Develop a skilled team of tradesmen and managers</li> <li>• To deliver quality projects safely and on time</li> <li>• Communicate clearly and constantly</li> </ul>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. A minimum of 10 years HVAC trade related experience.</li> <li>2. A minimum of 10 years' experience in HVAC trade related building construction.</li> <li>3. A minimum of 10 years' experience chillers, controls, air handlers and other HVAC works</li> <li>4. A minimum of 5years' experience working in educational facilities</li> <li>5. Ability to read blueprints.</li> <li>6. Ability to perform functions of the position.</li> <li>7. Strong communication skills</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To assist in the bid process</li> <li>2. To manage the work order assignments, follow up and processes in School Dude</li> <li>3. To coordinate renovation projects related to trade, establish a scope of work, cost estimates, schedules and assure successful completion.</li> <li>4. Respond to school emergencies as needed.</li> <li>5. To assist with the selection of architectural/engineering firms.</li> <li>6. To work closely with other PM's</li> <li>7. To coordinate a plan for HVAC and Chiller upgrades.</li> <li>8. To assist with the selection of parts and supply vendors</li> <li>9. To assist with the selection of support service companies.</li> <li>10. Work closely with building controls and all other departments</li> <li>11. To coordinate and determine the need HVAC and Chiller upgrades due to outdated technology.</li> <li>12. Work closely with the building department on safety concerns.</li> <li>13. Develop and maintain 5-year plan for all trades.</li> <li>14. To assist other senior project managers with larger/longer duration jobs, when time permits.</li> <li>15. Prepare required reports and maintain appropriate records.</li> <li>16. To perform assigned tasks in a timely efficient manner.</li> <li>17. To perform assigned tasks with high standard of quality.</li> <li>18. To respond to any emergencies that may arise 24/7</li> <li>19. To perform duties assigned by Director of Facilities and support staff.</li> <li>20. To develop career paths for tradesmen and evaluate their work</li> </ol>

21. To communicate with end users and various stakeholder groups on projects.

**PHYSICAL DEMAND CLASS:**

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.