



Job Title	HVAC Supervisor
Department	Department of Public Works – Building Maintenance
Employment Status	Full-time
FLSA Status	Exempt
Classification	Grade 9

Scope of Work

Under the general supervision of the Director of Building Maintenance, the HVAC Supervisor will coordinate all HVAC technicians, contractors, and workload, oversee the preventative maintenance program for HVAC equipment, and provide daily oversight and troubleshooting of the Building Management System.

Supervision

Received	Director of Building Maintenance
Exercised	HVAC Technicians

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Oversee HVAC technicians and their workload
- Coordinate outsourced HVAC contractors, including scheduling and calling out repairs as necessary
- Oversee the HVAC preventative maintenance program
- Provide daily oversight and troubleshooting of the Building Management System
- Coordinate filter replacements
- Generate HVAC work orders and oversee work order completion
- Serve as the liaison between School and Town buildings for all HVAC concerns
- Oversee purchasing of any parts and equipment for HVAC repairs
- Respond to emergency HVAC calls
- Perform Remote Diagnostics.
- Provide technical assistance and training to other trades staff if needed.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

To be considered for the position, applicants must have at least:

- Minimum of five (5) years of relevant work experience in diagnosing, repairing, and maintaining commercial level heating, ventilation, refrigeration, and air conditioning systems
- Valid state or federal license in HVAC, Oil Burner, Power Plants, Fireman, Pipefitter, Steamfitter, or equivalent
- Valid universal refrigeration license
- Possession of a current and valid Massachusetts Class D motor vehicle operator's license
- Minimum of five (5) to seven (7) years of supervisory experience or ten years of experience in the field

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer