

HVAC SUPERVISOR

SUMMARY:

Under general supervision, plans, supervises, coordinates and controls the installation, repair, and maintenance of refrigeration and air conditioning (HVAC) for all City facilities; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Supervises the daily activities of the City's refrigeration and air conditioning maintenance staff.
2. Schedules, oversees or performs preventive maintenance on a regular schedule.
3. Tracks equipment maintenance requirements.
4. Tracks equipment and supply inventory.
5. Negotiates, awards, and oversees and inspects contract work.
6. Maintains records and files related to contracts, employees, and vendors.
7. Coordinates the replacement of refrigeration or air conditioning equipment to minimize disruption of business and to meet user needs.
8. Assists with divisional budget.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Knowledge of the principles, practices and procedures of refrigeration and air conditioning maintenance.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in reading and following blueprints and engineering drawings.
- Skill in researching and gathering information related to vendors, contractors, equipment and supplies. Skill in negotiating and administering contracts.
- Skill in resolving day-to-day questions and problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in oral communication in one-on-one and group situations.
- Skill in file and records management.
- Ability to analyze information of considerable difficulty and drawing valid conclusions.
- Ability to establish and maintain effective working relationships with City staff and the public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work may involve moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (over 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: High School diploma or GED, an apprenticeship in air conditioning and refrigeration, and five (5) years experience in refrigeration and air conditioning (HVAC) maintenance and repair, including one (1) year lead work or supervisory experience. A valid Florida driver's license is required.