

**Job Description**

Job Title: **HVAC Team Leader**  
 Job Family: **Trades**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **June 20, 2004**

Job Code: **1491**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 31**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for overseeing and maintaining and repairing all District HVAC equipment. Specific duties include repairing, rebuilding and replacing bearings, motors, heat exchanges, air conditioning compressors, heating boilers, ventilation and air conditioning systems; order and maintain inventory. Additional duties include providing leadership, coaching, teaching, mentoring and craft specific technical guidance, prioritizing, assigning and scheduling work for the HVAC team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Analyze, troubleshoot, install, repair, rebuild, adjust and replace mechanical equipment such as, but not limited to, bearings, motors, heat exchanges, air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers and exhaust hoods.	D	45%
2. Prioritize, schedule and assign work. Provide technical training and guidance. Assist technicians in troubleshooting systems. Monitor safety practices to ensure procedures are followed. Oversee administrative issues such as performance evaluation and feedback, and training,	D, W, A	32%
3. Oversee and Analyze, troubleshoot, install repair, rebuild, replace and adjust pneumatic, electrical and electro-pneumatic and digital control systems. Query and monitor control systems as they relate to energy management and preventative maintenance operations.	D	10%
4. Inspect and verify the operation and safety of all heating boilers, roof top units, air handling units and ventilation systems.	D	3%
5. Interface with Construction and Facilities Development on projects and new construction. Identify, provide estimates and prioritize trade related improvements to district properties. Investigate air quality complaints and recommend solutions. Perform acceptance inspections of new constructions and renovations in conjunction with C & FD efforts. Research and make recommendations for changes to district technical specifications. Respond to emergencies in buildings. Perform other job-related duties as assigned.	W	10%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Vocational school or short term courses in C.F.C. universal certificate. Requires formal training in four of the following areas: chillers, cooling towers, boilers, furnaces, refrigeration or air conditioning equipment.
- More than five years of experience in HVAC/R maintenance and repair.
- Supervisory experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position..

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- E.P.A./C.F.C. Universal Certificate.
- C.S.I. Building Central Systems Training.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced troubleshooting and repair on HVAC/R systems required.
- Advanced mechanical skills and ability to read and understand blueprints and schematics.
- Knowledge of refrigerants and ability to interpret internal system pressure.
- Knowledge of 460 volt, AC/DC circuit and advanced troubleshooting skills preferred at hire.

- Advanced knowledge of HVAC/R systems and component level diagnostic skills.
- Ability to comply with the Maintenance On-Call Policy.
- Personal computer and keyboarding skills.
- Problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of basic hand tools and other specialized HVAC tools required.
- Operating knowledge of refrigerant recovery equipment and vacuum pump required.
- Operating knowledge of analog and digital meters; computerized air quality meters; DD DDC controls and computer control systems preferred.
- Operating knowledge of manual lifts district vehicles preferred at hire; required within three months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Mechanical and Energy Manager	050301

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	HVAC Technician	10	1453

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Document purchases made on district credit card. Maintain inventory. Work within prescribed budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X	X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	