

TITLE: Assistant Supervisor, Mechanical Crafts, HVAC

QUALIFICATIONS:

1. High School diploma.
2. Extensive experience in electrical, air conditioning, chilled water and related equipment.
3. Knowledge of state and local codes, related to heating, ventilation and air conditioning trades.
4. Ability to read and interpret blueprints and schematics.
5. Strong interpersonal skills.
6. Ability to supervise a large number of employees.
7. Such alternatives to the above qualifications as Board may find appropriate and acceptable.

REPORTS TO: Supervisor, Mechanical Crafts

JOB GOAL: To protect the public investment in the schools, through effective and efficient scheduling of the maintenance of HVAC and related equipment.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the work in heating, ventilation, air conditioning, and chilled water trades.
2. Inspects and evaluates all school buildings in regard to the condition of heating, ventilation, air conditioning, chilled water and related equipment.
3. Assists foreman procuring materials and equipment.
4. Performs such other tasks and assumes such other responsibilities as may be required.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the board's policy on assessment of supervisory/technical personnel.

Adopted: 06-04-85

Revised: 05-17-88