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**FACILITIES MAINTENANCE - HEATING/VENTILATION/**

**AIR CONDITIONING (HVAC)/PLUMBING SUPERVISOR**

# **DEFINITION**

Under the direction of the assigned administrator, direct, supervise and coordinate the maintenance, repair, inspection, installation and modification of building heating, ventilating, air conditioning (HVAC), refrigeration, plumbing systems, and sheet-metal fabrication works.

**TYPICAL DUTIES**

Direct, supervise and coordinate the installation, repair and maintenance of HVAC systems, subsystems, related components of HVAC systems, plumbing systems, subsystems, fire sprinkler systems, and related components of plumbing systems that are in operation at District owned or leased properties; train, supervise and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare, monitor, and maintain budgets and expenditures for assigned functions and activities in accordance with District policies; promote continued improvement for cost effective operations. Utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; coordinate with campus operations to provide support services for a wide variety of events, programs, official functions, recreational activities, etc.; supervise the operation and maintenance of hot/chilled hydronic systems; the maintenance and repair of the boiler room equipment, and operations of the centralized building and energy management system currently using advanced EMS technology; supervise and coordinate activities of staff involved in the operations and maintenance of plumbing systems to include but not limited to hot and cold domestic water systems, sanitary sewer systems, plumbing fixtures, groundwater wells, etc.; inspect facilities and make recommendations for replacement, repair or improvement of HVAC and plumbing systems; supervise the maintenance of underground piping leading from and going to central boiler/cooler unit; maintain and clean cooling towers; acquire and maintain applicable permits, as appropriate, such as wells, air compressors, boilers, fume hoods, etc.

Participate in the planning and design of maintenance, capital outlay, and scheduled or deferred maintenance projects. Develop cost estimates, specifications and other required information related to facilities maintenance projects and assist in the development of related funding proposals/submittals to state or other external agencies.

Coordinate the development of specifications for modification or replacement of plumbing systems, sheet metal works and mechanical piping or heating and cooling systems; review blueprints and recommend modifications; review and assist with plans and design for new construction projects; schedule and coordinate maintenance projects with other District trades, college administrators, contractors and other vendors and inspect the work of District contractors; inspect work in progress for compliance with specifications and appropriate codes; requisition material as needed; assist in estimating materials, equipment and staffing for specific projects; responsible for the budget development of assigned HVAC, plumbing, and sheet-metal projects and monitor project status and related expenditures on a regular basis; compile information and prepare reports; inspect facilities and resolve areas of possible safety, health and other issues; develop and maintain adequate safety standards for work performed; coordinate with external agencies such as SMUD, PG&E, Sacramento County Public Works, City of Sacramento Public Works, EPA, State and local fire departments and Sacramento County Health Department, Yolo County and El Dorado County.

Develop plans and schedules for on-going and long-range maintenance and short and long-range replacement of equipment such as boilers, piping systems, obsolete air conditioning and heating and refrigeration systems, plumbing systems and fixtures; coordinate the development, implementation and maintenance of a preventative and predictive maintenance program related to the District’s utility systems and buildings.

Participate in the development, maintenance and improvements to the District’s energy and water conservation program and related energy management equipment and systems; participate in the development of a utility systems master plan considering student enrollment projections and load demands; promote employee training and development programs; participate in the development of contingency plans and ensure departmental responsiveness in emergency situations; respond to emergency calls at night and on weekends as necessary; administer disciplinary actions if necessary; perform related duties as assigned.

**QUALIFICATIONS**

**EXPERIENCE**

One year of experience in a lead or supervisory position in a related field. Four years of increasingly responsible experience in journey-level HVAC/plumbing (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

**EDUCATION**

An Associate’s degree from an accredited institution in plumbing, mechanical-electrical technology or a related field; **OR**, possess a journeyman HVAC and/or plumbing certificate for a minimum of five years.

**SPECIAL REQUIREMENTS**

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver’s License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Possess and maintain a valid EPA approved certificate of completion certified as a Technician Type Universal, to handle all refrigerants (to be obtained within the first six months of employment). Any offer of employment is contingent upon the successful completion of a pre-employment physical examination.

**KNOWLEDGE OF**

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, building codes and Labor Code; applicable District policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; sustainable systems, materials, equipment and practices of HVAC and plumbing systems repair, operation and installations; principles and theory of HVAC and plumbing systems; fundamentals of electricity, electronics and pneumatics; air quality control, fire, health and safety standards related to the mechanical and plumbing trades; technical, mechanical and electrical aspects of low and high pressure boiler systems and steam systems, refrigeration and air conditioning systems up to 500-ton capacity; quality control; plumbing fixtures and piping systems; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; identify, implement, and maintain sustainable systems, materials, equipment, and practices; assist in the development and design of systems; maintain effective internal controls and processes; work flexible schedule when needed; plan, coordinate and supervise maintenance, repair, installation and modification of building HVAC and plumbing systems; interpret architectural drawings, blueprints and schematics; make mathematical calculations for time and materials estimates; analyze situations appropriately, develop courses of action to resolve problems and implement solutions; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize current technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.

**PHYSICAL AND ENVIRONMENTAL FACTORS**

Ability to move about freely and safely at construction sites; climb ladders; crawl in attics, maneuver through tight and cramped spaces (i.e. trenches, crawl spaces, electrical, mechanical vaults, and plumbing etc.; drive to various District locations; lift up to 50 pounds unassisted.