



FOREMAN II-HVAC

DEFINITION:

Under the supervision of the assigned supervisor, oversees a variety of skilled and semi-skilled work related to the maintenance and repair of heating, ventilating, and air conditioning (HVAC) systems; assists with the specifications of new equipment and other functions related to the HVAC field.

DISTINGUISHING CHARACTERISTICS:

The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman I classification is the entry-level classification in the Foreman series. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in planning, estimating and scheduling work to be assigned within the HVAC department and coordinates work with other trades.
- Oversee/perform the upgrade, maintenance and repair of control systems related to HVAC.
- Inspects and ensures quality control of completed HVAC work per established procedures.
- Assists construction inspectors in the inspection of new schools under construction and other contracted work related to assigned duties; checks drawings, plans and specifications regarding HVAC details per established procedures.
- Conducts training programs with assigned maintenance crews for improved performance.
- Supervises and evaluates the work of assigned personnel in the HVAC department; assists in interviewing and selecting maintenance personnel.
- Prepares and maintains records and reports related to assigned activities.
- Arranges work schedules for emergency, routine and periodic maintenance; schedules preventive maintenance of HVAC systems and equipment.
- Assists in the development of the departmental budget.
- Performs a variety of skilled maintenance work as assigned by the position.
- Estimates materials and equipment needed for projects and assigns tasks; prepares and approves material requisitions for the HVAC department per established procedures.
- Operates assigned HVAC equipment including standard office equipment; drives a vehicle to conduct work.
- Oversees scheduling, completion and input of work order system data for the HVAC department.
- Assists in the maintenance and repair of pool systems and equipment.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, materials and equipment used in one or more of the building trades including specialized knowledge of HVAC systems and controls.
- Principles of training and supervision.
- Organizational ventilation, heating and air conditioning systems.
- Health and safety regulations.
- Operation and maintenance of tools, equipment and machinery used in HVAC maintenance and repair.
- Building codes related to the HVAC trade.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of the HVAC trade.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.

Ability to:

- Assist with planning, estimating and scheduling HVAC work.
- Troubleshoot and diagnose systems malfunctions.
- Provide repair estimates.
- Determine priorities and schedule work effectively.
- Oversee and coordinate the work of others.
- Prepare and maintain records and reports related to assigned activities.
- Operate and maintain tools, equipment and machinery used in the HVAC trade.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and four or more years' journey-level experience in HVAC work including three years in a lead or supervisor capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here 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.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform HVAC functions.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing and walking for extended periods of time.

WORK ENVIRONMENT:

Indoor and outdoor work environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular exposure to fumes, dust, dirt, oil/grease. Driving a vehicle to conduct work. Hazards include:

- Working around and with machinery having moving parts.
- Hazardous chemicals.
- Working at heights.
- Electrical power supply and high voltage.