



Irvine Unified School District

FOREMAN II - HVAC

DEFINITION

Under general direction of the Administrator, Building Services, oversees a variety of skilled and semi-skilled work related to the maintenance and repair of heating, ventilating, and air conditioning (HVAC) systems. Assists in the specifications of new equipment and other functions related to the HVAC field.

DISTINGUISHING CHARACTERISTICS.

Positions in this classification are distinguished from lower rated technicians by virtue of their level of knowledge, training or experience in the HVAC trade and their ability to perform in a lead role to coordinate and oversee the work of other technicians to complete assigned work.

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.
- Inspects and ensures quality control of completed work.
- Assists the Construction Inspectors in the inspection of new schools under construction and other contracted work; checks drawings, plans and specifications.
- Works with maintenance crews and conducts training programs for improved performance.
- Supervises and evaluates the work of others in the HVAC department.
- Prepares and submits reports and operates standard office equipment.
- Arranges work schedules for emergency, routine and periodic maintenance.
- Schedules preventive maintenance of HVAC systems and equipment.
- Assists in interviewing and selecting maintenance personnel.
- Assists in the development of the departmental budget.
- May personally perform a variety of skilled maintenance work as required.
- Estimates materials and equipment needed for projects and assigns tasks.
- Prepares and approves material requisitions for the HVAC department.
- Oversees scheduling, completion and input of work order system data for the HVAC department.

QUALIFICATIONS

Knowledge of:

- Methods, materials and equipment used in one or more of the building trades, to include specialized knowledge of HVAC systems and controls.
- Work vocabulary and craft skills.
- Safety procedures and practices relating to the building trades.
- Principles of training and supervision.

Ability to:

- Safely and proficiently use tools and equipment common to the HVAC trade.
- Troubleshoot and diagnose systems malfunctions.
- Provide repair estimates.
- Determine priorities and schedule work effectively.
- Oversee and coordinate the work of others.
- Keep work records and make reports.
- Understand and carry out oral and written instructions.

- Maintain cooperative working relationships with those contacted in the course of work.
- Work alternate schedule.

Training and experience:

Equivalent to the twelfth grade, four or more years as a journeyman technician, three or more years in a lead or supervisor role, or any combination of training and experience that would likely provide the required experience.

Licenses

Such as may be required to perform trade-specific functions. Possess and maintain a valid California Driver's License.

Physical

Good physical condition as determined by pre-and post-employment inquiries and health reports.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to stand.

The employee must regularly lift and/or move up to 50 pounds, and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to risk of electrical shock. The employee frequently works in high, precarious places and is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and vibrations.

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