University System of Maryland
Job Class Specification

TITLE: HVAC ZONE SUPERVISOR
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: 49-1011

JOB CODE: N16HVU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHP MNT

APPROVED BY: Chancellor's Designee:
Donald Tynes, Director of Human Resources

EFFECTIVE DATE: 8/5/1999

JOB SUMMARY

(1) Under general supervision, directs the daily operations of a team of HVAC Mechanics and has total responsibility for the complete maintenance, operation, service and repair of a wide variety of large, complex commercial and industrial heating, ventilation and air conditioning (HVAC) systems, including large regional heating and cooling facilities up to 4,000 tons in an assigned area, or is responsible for the direction of operations of a team involved in specialty HVAC work such as low-temperature, pneumatic systems, and pumps. Incumbent also serves as an expert mechanic for the equipment and systems in the zone or area responsibility.

PRIMARY DUTIES

1. Serves as a working supervisor for an HVAC zone or specialty unit, responsible for directing day-to-day operations of HVAC Chiefs and HVAC Mechanics providing service to HVAC systems.

2. Work includes the organization, assignment and coordination of the technical maintenance work and installation services rendered by the team.

3. Performs all the duties of HVAC Chiefs and/or HVAC Mechanics.

4. Under the general direction of a zone superintendent, has primary responsibility for the complete maintenance, operation, service and repair of a wide variety of complex building HVAC systems.

5. HVAC Systems include: large, regional heating and cooling facilities of up to 4,000 tons, or is responsible for related specialty equipment and systems such as low-temperature, pneumatic systems, and pumps.

6. Supervises and trains skilled and unskilled workers assigned to projects; assigns specific tasks to workers; evaluates results; participates in performance evaluations and recommends areas for individual training and development.

7. Inspects completed job assignments for adherence to trade standards.

8. Prepares estimates of time, labor and materials to be used on assigned tasks. Compares cost of completed jobs with original cost estimates.

9. Performs routine maintenance and planned service on chillers (centrifugal, rotary screw, reciprocating absorption, etc) and chiller plant sub-systems (thermal energy storage, condensor/cooling tower systems, etc).

10. Performs routine maintenance and planned service on heating plant systems, both steam and hydronic.

11. Ensures work is properly performed by contractors; notifies appropriate parties for warranty-related equipment problems.

12. Remediate air quality issues in the zone.

13. Implements programs and facilities renewal projects to increase the life of assigned HVAC equipment and systems.

14. Works closely with architecture, engineering, design, construction and/or operations and maintenance staff for coordination of work.

15. Prepares specifications for the requisition of equipment, tools, parts, and supplies. Inspects these items on receipt for adherence to specifications.

16. Prepares a variety of special and recurring reports reflecting daily operations and project status.

17. Operates standard equipment including power and hand tools.

18. Ensures operational readiness and safety of work areas, tools, and equipment; conducts routine inspections; performs routine repairs and maintenance on equipment and tools.

19. Assists higher level supervisors in administrative tasks such as scheduling, occupational safety, security, and other workplace standards.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Ten years progressively responsible experience in any combination of air conditioning, refrigeration, temperature control, steamfitting, stationary engineering, plumbing or heating trades. Three years of this experience must have included the supervision of journey level mechanics in these trades.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of the principles of air conditioning and refrigeration; of the practices and techniques used in the installation, repair and maintenance of HVAC equipment and systems; of refrigerant types, environmental impact, and gas reclamation procedures and equipment. Thorough knowledge of OSHA regulations related to the refrigeration trade; of National Electric Code; of basic mathematics including area, volume, and weights and the practical application of fractions, percentages, ratios, and proportions. Thorough knowledge of plumbing, steamfitting, and the electrical trades as they pertain to HVAC systems. Skill in the installation, repair and maintenance of commercial or industrial HVAC equipment and systems; in the use and maintenance of tools and equipment of the trade; in welding, brazing, soldering, and silfoss; in reading and interpreting blueprints, schematics, drawings, specifications, and contract documents; in the use of dial indicators, vernier calipers, and depth micrometers; in using computers to diagnose HVAC system problems. Ability to read and explain manufacturer recommendations regarding scheduled and preventive maintenance, servicing and operation; to prepare written reports; to communicate effectively both orally and in writing; to supervise and train HVAC Mechanics and other maintenance personnel in the HVAC trade; to program computers for HVAC system operations; to estimate costs of installing HVAC systems up to 100 tons; to work in, on, around, over and under fixed equipment and machinery; to work at heights up to 35 feet; to manipulate heavy equipment, tools and supplies and/or exert force up to 50 lbs.; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Employees assigned to work with CFC refrigerants must maintain valid certification (Universal level) in accordance with federal law. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.