

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

HVAC SHOP FOREMAN

Purpose of Class

Supervises and manages the HVAC Shop services and staff; installs, services, and repairs heating, ventilation and air conditioning (HVAC) systems; performs related work as required.

Primary Function

The primary function of an employee in this position is to plan, direct, monitor, and evaluate the staff and services of the District's HVAC Shop which covers the repair, installation and maintenance of all HVAC systems and equipment in the School District, ensuring that all facilities are operating safely and effectively. This is a working supervisor position and therefore performs skilled HVAC tasks associated with constructing and maintaining District facilities. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Facilities Services Manager. Supervision is exercised over HVAC employees. The principal duties of this class are performed in an indoor commercial building environment, sometimes performing physically demanding and hazardous duties associated with HVAC systems, and occasionally dealing with adverse weather conditions in an outdoor environment.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, directs, monitors and evaluates the work and performance of assigned staff;
- Prioritizes, schedules and completes work orders;
- Manages the HVAC Shop services, including preparing required reports, reviewing and approving timesheets and payroll;
- Meets with school personnel to discuss requested projects and expected outcomes;
- Meets with engineers, architects and consultants to plan projects; monitor projects for compliance to plans and codes; monitor budgets;
- Reviews and approves purchases by staff;
- Receives complains and provides or assigns responses;
- Supervises projects assigned to outside contractors;
- Coordinates work with inter- and intra-shop projects;
- Supervises and/or installs, repairs and maintains HVAC systems and equipment;
- Supervises and/or calibrates pneumatic testing equipment;
- Supervises and/or installs, connects and adjusts thermostats, humidistats and timers;
- Services boilers, water heaters, and auxiliary equipment including fire prevention equipment;
- Observes HVAC system operation and adjusts or replaces mechanisms and parts, according to specifications;

- Supervises and/or dismantles malfunctioning systems and tests components, using electrical, mechanical and pneumatic testing equipment;
- Supervises and/or joins pipes or tubing to equipment and to fuel, water or refrigerant source, to form complete system;
- Fabricates, assembles and installs duct work and chassis parts;
- Supervises and/or tests electrical circuits and components;
- Supervises and/or disassembles system; cleans and oils parts;
- Supervises and/or assembles, positions and mounts heating or cooling equipment, following blueprints;
- Supervises and/or installs auxiliary components to heating-cooling equipment, such as expansion and discharge valves, air ducts, pipes, blowers, dampers, and flues;
- Supervises and/or adjusts system controls to setting recommended by manufacturer to balance system;
- Supervises and/or inspects and tests systems to verify compliance with plans and specifications and to detect malfunctions;
- Supervises and/or discusses heating-cooling system malfunctions with users to isolate problems or to verify malfunctions have been corrected;
- Inspects inoperative equipment to locate source of trouble;
- Lays out and connects electrical wiring between controls and equipment according to wiring diagram;
- Purchases parts for immediate and future needs, in accordance with District policies and procedures;
- Ensures that all District HVAC systems are in effective and efficient working order;
- Studies specifications in blueprints, schematics, equipment manuals and building plans;
- Estimates amount and kind of materials required and notifies supervisor of need for materials;
- Initiates communication with supervisor about needed repairs or status of projects;
- Performs maintenance and minor repair on tools and equipment;
- Supervises shop video training program;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- Assists with other Facilities and Operations duties as needed;
- May be required to work other than regularly scheduled work hours;
- Maintains fire extinguisher inventory and repair of fire extinguishers;
- Maintains a supply of asbestos working equipment for all shops;
- Maintains logs and school filter inventories;
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Supervision and management techniques;
- Commercial HVAC systems;

- Current H/VAC codes;
- Asbestos removal and coordination;
- Light construction methods, including plumbing, electrical, and carpentry;
- Occupational hazards and safety precautions involved in operation of hand and power tools, HVAC systems and general building maintenance work;
- Basic computer programs and specialized DDC programs.

Ability to:

- Plan and complete a variety of technical HVAC tasks efficiently and effectively;
- Troubleshoot and diagnose HVAC-related electrical and mechanical problems;
- Use a variety of hand and power tools and equipment common to HVAC systems;
- Provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Read and interpret blueprints, electrical plans and diagrams of electrical circuits;
- Maintain detailed and accurate records of work performed;
- Lift, move, maneuver and operate hand and power equipment safely;
- Operate a motor vehicle;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED with preferred technical school training in HVAC systems;
- Four (4) years experience in commercial HVAC and refrigeration repair and maintenance with supervisory related experience preferred;
- Two years experience in low pressure boiler operation;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent HVAC Technician.

Licenses or Certifications

- EPA certification is required;
- Limited Electrician’s License is required;
- Air Conditioning, Refrigeration and Heating certification is preferred;
- Valid Idaho Drivers’ License is required;
- Valid CDL Class A License is preferred;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints and work-related manuals; prepare reports as required; to observe facilities and equipment to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring, roofing or construction sites; working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.