

## HVAC TEST AND INSPECTION SUPERVISOR

### DEFINITION

Supervises the inspection, testing, balancing, and installation of heating, ventilating, air conditioning, and related control systems on renovation and new construction contracts.

### TYPICAL DUTIES

Plans, supervises, and coordinates the work of employees engaged in inspecting, testing, balancing and installing heating, ventilating, and air conditioning equipment on contracted projects.

Develops policies and procedures and confers with Energy Conservation Unit staff in making recommendations regarding energy conservation in use of heating and air conditioning equipment.

Analyzes problems and develops methods for adapting techniques and materials.

Advises Heating and Air Conditioning Inspectors and HVAC Test Technicians to assure compliance with codes and standards regarding corrective action required on contract work due to unusual developments in testing or deviation from standards.

Interprets District standards and specification information regarding heating and air conditioning to contractors; reviews contracts and designs for heating and air conditioning installations to assure conformance with approved standards and specifications; and makes recommendations for changes.

Estimates job costs for replacement, repair, alteration, and improvement to new HVAC equipment and systems that have functional flaws or design deficiencies.

Supervises and participates in inspecting plant installations for proper performance, efficiency, maintenance, and safety requirements; analyzes faulty equipment; and recommends repairs, adjustments, and corrections.

Devises and conducts tests of materials and equipment to measure durability and ensure conformance with building codes, fire regulations, and District specifications.

Reviews final test and balance reports for acceptance which includes verifying mathematical computations from contractors and District technicians.

Prepares monthly and special reports on various contractor heating and air conditioning systems and other related information such as personnel, work instructions, and descriptions of required tasks.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The HVAC Test and Inspection Supervisor is responsible for a unit that performs testing, balancing, and inspections on new installations of heating, ventilating, and air conditioning systems.

The Heating and Air Conditioning Technical Supervisor is responsible for the technical direction of heating and air conditioning personnel and determines and controls standards and specifications of equipment, material, and workmanship for heating and air conditioning work performed by contractors and District personnel.

An Area Heating and Air Conditioning Supervisor manages the overall HVAC operations in a Local District maintenance and operations area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

## SUPERVISION

General supervision is received from the Chief Construction Inspector. General supervision is exercised over Heating and Air Conditioning Inspectors and HVAC Test Technicians and other maintenance personnel as assigned.

## CLASS QUALIFICATIONS

### Knowledge of:

- City, County, and State codes concerning the installation and operation of heating, ventilating, and air conditioning systems, including the California Mechanical Code
- Principles of combustion steam generation, heating, ventilating, air conditioning, refrigeration, and system balancing
- Electricity and electronics as applied to the control and operation of heating, ventilating, and air conditioning installations
- Principles of organization, personnel management, and progressive disciplinary procedures

### Ability to:

- Analyze deficiencies and problems in new heating, ventilating, and air conditioning systems and devise workable solutions
- Orally communicate technical concepts to administrators and engineers
- Work effectively with administrators, employees, contractors, and personnel of other governmental jurisdictions
- Plan, lay out, and estimate costs related to correcting new system installations
- Prepare diagrams and sketches and work from blueprints
- Use the tools and equipment of the heating and air conditioning trades
- Write clear, concise instructions and reports

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by trade school and/or college courses in heating, ventilating, and air conditioning installation; State Code application and enforcement; organizational management, and communications.

Completion of Organizational Excellence's Exceptional Supervisor Certificate Program is preferable.

### Experience:

Three years of experience as a Heating and Air Conditioning Inspector assigned to District projects approved by the Division of the State Architect.

### Special:

Possession of a certificate of competence of Chlorofluorocarbon License type Universal in accordance with EPA Rule 608, Clear Air Act.

A Maintenance Planner Training Program Certificate is required before completion of the probationary period.

Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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