

HEATING AND AIR CONDITIONING TECHNICAL SUPERVISOR	3137
HVAC TECHNICAL SUPERVISOR (HIGH-RISE)	3132

## DEFINITION

The Heating and Air Conditioning Technical Supervisor provides technical direction over heating, ventilating, and air conditioning operations of the District, including control of specifications, procedures, scheduling, and expenditures for refurbishment projects. The HVAC Technical Supervisor (High-Rise) performs similar duties for heating, ventilating, and air conditioning operations specializing in high-rise buildings such as the LAUSD administrative headquarters.

## TYPICAL DUTIES

- Provides technical advice to District designers, craft supervisors, inspectors, and contracting architects and engineers, regarding installation and maintenance of heating, ventilating, and air conditioning systems, including boilers, pressure vessels, and steam distribution.
- Establishes, directs, and participates in the development and maintenance of standards for tools, materials, and equipment used for heating, ventilating, and air conditioning.
- Supervises and participates in the development of task standards, job specifications, working drawings, and guides for work methods and procedures.
- Ensures adherence to established standards by inspections and meeting with craft supervisors and seniors to inform them of deviations from standards and corrective action required.
- Devises and conducts appropriate tests of materials, tools, and equipment to measure durability and assure conformance with building codes, fire regulations, and District specifications.
- Confers with governmental and District personnel in matters relating to fire safety, environmental, structural, and other design requirements.
- Coordinates and assists in planning, scheduling, and equipment selection for installation or renovation projects with school personnel, salesmen, utility representatives, and government officials.
- Prepares cost estimates for projects.
- Approves requisitions for stock and non-stock materials and reviews low-value purchase orders for compliance with established standards.
- Reviews contracts and District designs for heating and air conditioning installations for conformance with approved standards and specifications.
- Determines the need for and prepares specifications for annual service and material contracts for heating and air conditioning maintenance.
- Analyzes problem situations and develops methods for adapting techniques and materials.
- Reviews periodicals for information on new products and evaluates new products for efficiency and practicality.
- Provides information concerning District standards and specifications for heating and air conditioning to contractors and potential contractors.
- May assist in the preparation of the annual maintenance budget for regular and deferred maintenance projects.
- May arrange and conduct in-service training programs relating to heating, air conditioning, and ventilating systems for craft supervisors, craftsmen, and inspectors.

The following duties will be performed by the HVAC Technical Supervisor (High-Rise):

- Provides technical direction to District personnel and contractors regarding the Building Management System, emergency backup systems, and the fire life safety system.
- Establishes standards for the installation and maintenance of the data center's chillers, generators, moisture sensors, and backup HVAC units to ensure proper temperature and level of humidity at all times, including emergencies.
- Responds to emergency calls related to critical HVAC systems such as chilled water, boiler, and fan coil units or duct work by contacting and coordinating activities with District staff, contracted employees, and various City public works departments.

Investigates heating, ventilating, and air conditioning problems and acts as technical expert in cases and hearings.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

The HVAC Technical Supervisor (High-Rise) provides technical direction to contractors and District personnel regarding specifications, procedures, schedules, and expenditures for heating, ventilating, and air conditioning operations for the LAUSD administrative headquarters.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a designated Maintenance and Operations area.

An Area Craft Supervisor oversees the overall craft operations in a designated 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 direction is received from an Area Facilities Services Director or a designated supervisor or manager. General supervision is exercised over lower-level employees. Technical supervision is exercised over District procedures, methods, and materials related to heating and air conditioning systems.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current practices, materials, tools, and equipment used in heating and air conditioning, including design, construction, and maintenance of heating and air conditioning systems
- Testing and inspection methods for heating and air conditioning systems
- Vendors, materials, and services provided in the heating and air conditioning field
- Terminology and conditions used in contracts and specifications
- Government building codes, orders, and ordinances
- Fire and safety regulations pertinent to the construction industry
- Methods and procedures used in planning and estimating job projects
- Use of solar energy in heating and air conditioning systems
- Principles of supervision and training

Microsoft Word, Excel, Outlook, and PowerPoint

Ability to:

Plan and organize installation and maintenance programs  
Develop techniques for defining job and project costs  
Read, interpret, and prepare preliminary drafts of blueprints, plans, and drawings  
Write clear and concise instructions and reports  
Compile and analyze data from surveys, studies, and inventories  
Apply engineering principles to the solution of heating and air conditioning problems of considerable difficulty  
Work effectively with school, business, and government administrators and other employees  
Supervise effectively  
Communicate effectively, both orally and in writing  
Enter and retrieve data using computers

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency including two college-level courses in supervision, school business management, personnel management, or craft-related subjects. Successful completion of the LAUSD Supervisory Training Program offered by Organizational Excellence may be substituted for the required courses.

Experience:

Heating and Air Conditioning Technical Supervisor:

Five years of journey-level experience in installing, maintaining, and repairing heating, air conditioning, and ventilating systems, including two years of supervisory experience or two years as a Los Angeles Unified School District Senior HVAC Test Technician, Senior Heating and Air Conditioning Fitter or Senior Refrigeration Fitter.

HVAC Technical Supervisor (High-Rise):

Five years of journey-level experience in installing, maintaining, and repairing heating, air conditioning, and ventilating systems in a high-rise building, as defined by the "Emergency Power Load" Section of the California Building Code, including two years of supervisory experience or two years of job planning at or above the senior craft level.

Special (Both classes):

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

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, by not limited to, asbestos and lead.

A Facilities Planner Program certificate is required by completion of the probationary period.

A valid California Driver License.

Use of an automobile.

## SPECIAL NOTE

Employees in the class of HVAC Technical Supervisor (High-Rise) are subject to call at any hour.

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/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
09-22-14  
VR