POSITION DESCRIPTION

TITLE: Heating, Ventilating, Air Conditioning (HVAC)-Electrical-Limited Energy-Security Lead

LOCATION: Maintenance

REPORTS TO: Manager, Maintenance Department

DEPARTMENT: Maintenance Department

SUMMARY STATEMENT:
Under the general supervision of the Maintenance Manager, the Heating, Ventilating, and Air Conditioning (HVAC)-Electrical-Limited Energy-Security Lead will assist in supervising the HVAC/Electrical personnel and will assign and monitor progress of all work in the HVAC/Electrical departments. This position will maintain records and manage the District energy systems, inspect and approve contracted work performed in the area of HVAC/Electrical/ Fire/Life Safety, and Closed Circuit Television (CCTV). In addition to the above, this position will assist in performing general and preventive maintenance at all District facilities in the area of HVAC/Electrical, Fire/Life Safety, and CCTV.

ESSENTIAL FUNCTIONS:
1. Assign and monitor progress of all work in the HVAC/Electrical department.
2. Communicate effectively with staff and the general public, in person, by telephone, via e-mail, and in writing.
3. Assist technicians to troubleshoot, repair, and maintain heating, ventilating, and air conditioning (HVAC), Electrical, Fire/Life Safety, and CCTV systems throughout the District.
4. Analyze and repair hot water boilers, chillers, cooling towers, and their components.
5. Establish and supervise multi-trade teams to perform preventive maintenance activities in all district facilities. Plan, schedule, supervise, and evaluate the accomplishment of all buildings preventive maintenance activities.
6. Assist technicians in performing preventive maintenance on heating, ventilating and air conditioning (HVAC) systems throughout the District.
7. Read blue prints and programming as necessary.
8. Assist in the performance and discipline process as needed and as directed by the Maintenance Manager. Communicate orally and/or in writing as performance concerns deem necessary.
9. Perform first aid/CPR when necessary.
10. Assist with development and training of a preventative maintenance program.
11. Review preventative maintenance procedures for efficiency on a routine basis.
12. Assist the Maintenance Manager in personnel related activities including review of time sheets, performance evaluations, employee training, safety procedures, and record keeping.
13. Evaluate and modify building automation system programs and equipment for efficiency of operations.
14. Oversee and provide technical support for the District building automation and HVAC systems.
15. Assist in developing protocols and procedures to facilitate a productive and proactive HVAC/Electrical/Fire/Security work force.
16. Provide technical representation for contracted activities related to HVAC, electrical, fire/life safety, CCTV, and building automation systems throughout the district.
17. Travel from location to location in order to accomplish tasks.
18. Develop and assess protocols for proactive maintenance and repairs. Work with Resource Conservation Manager to manage district building automation and energy systems.
19. Must comply with all district and government safety regulations.
OTHER RESPONSIBILITIES:
1. Assist in the commissioning of buildings under district care.
2. Work with Internal IT sources to install, maintain, and repair any network connected direct digital control systems and components.
3. May carry a pager and be called back to work after regular hours to perform special service as needed.
4. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Speaking</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Vision</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Walking</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Standing</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Driving</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Bending/Stooping</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Lifting/Carrying Up to 75 lbs</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Pushing/Pulling</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Exposure to noise</td>
<td></td>
</tr>
<tr>
<td>May be required to work outdoors in</td>
<td></td>
</tr>
<tr>
<td>inclement weather</td>
<td></td>
</tr>
<tr>
<td>Use of hand and/or arms for repetitive</td>
<td></td>
</tr>
<tr>
<td>motion</td>
<td>(66-100%)</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Documents</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Math</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Verbal Communication</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>(33-66%)</td>
</tr>
<tr>
<td>Customer Contact</td>
<td>(33-66%)</td>
</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, telephone, printer, copy machine, FAX machine, basic hand tools, measuring instruments, Fluke Meter, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of two years managing technicians in the field of HVAC, electrical, fire/life safety and CCTV.
2. Five years HVAC controls experience with detailed technical understanding of Building Management System programming, sequences, and operations.
3. Experience in any of the following systems a plus: Niagara R2, Niagara AX, Alerton Envision, Network 8000.
4. Willingness to be called back to work after regular hours to perform special service as needed.
5. Demonstrated ability to communicate effectively with staff and the general public with a positive attitude.
6. Demonstrated organizational skills and the ability to follow through.
7. Demonstrated ability to operate the tools and equipment in order to perform the essential functions of the job.
8. Must be able to understand both oral and written communications and carry out directions as specified.
9. Experience with developing and/or implementing preventative maintenance programs.
10. Must possess or be able to acquire a first aid/CPR card within 30 days of employment.
11. Must have the ability to read and understand blue prints.
12. Must be able to travel from location to location in order to accomplish tasks.
13. Must possess a valid driver's license and must be able to provide a current driving abstract.
14. Must have a working knowledge of Microsoft programs and operating systems.
15. Must be able to obtain a Commercial Driver's License (CDL - A or B).
16. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ________________________________________ Date: _________________

District: ______________________________________ Date: _________________

Revised Date: 05/13/2014
Classification: Maintenance
Class: Lead
Display on Web? Yes

Heating, Ventilating, Air Conditioning (HVAC)-Electrical-Limited Energy-Security Lead