

SUPERVISING HEATING, VENTILATING, AIR CONDITIONING (HVAC) SERVICE ENGINEER

Code No. 4-14-388

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management level position responsible for managing and monitoring the overall performance, operation, maintenance and repair, of energy management systems and networks operating in various buildings. Work involves capital improvement projects and other administrative duties associated with the HVAC group. This position is distinguished from Principal HVAC Service Engineer by its responsibility for administrative functions such as developing standards and procedures, efficiency management, and capital improvement plans. The employee reports directly to and works under the general supervision of an Associate Engineer or other administrative-level employee. General supervision is exercised over supervisory and/or other HVAC staff; does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Supervises and directs the proper installation, operation, maintenance and repair of various energy management systems and networks;

Develops standards of energy management operation and troubleshooting procedures;

Monitors energy management systems, identifies and develops energy conservation methods and strategies to maximize efficiencies;

Schedules maintenance and repairs on all HVAC equipment;

Prepares specifications for installation, repair or purchase of HVAC equipment and projects;

Plans and directs assignments for HVAC staff;

Assists lower level staff with supervisory, scheduling and troubleshooting issues as they occur;

Reviews plans, prints and specifications for HVAC related projects;

Requisitions materials and supplies for special projects;

Participates in the operation and maintenance of HVAC systems and equipment as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of management principles and practices as related to HVAC systems; thorough knowledge of the operation and management of HVAC systems and networks; thorough knowledge of the operation and repair of refrigeration equipment, electrical equipment, boilers, and heat pumps; thorough knowledge of preventive maintenance and servicing needs of systems; thorough knowledge of possible dangers to heat and safety relating to asbestos, insulation wastes, chemicals, etc; thorough knowledge of energy management troubleshooting techniques; thorough knowledge of agency safety, regulations and devices; thorough knowledge of

energy conservation measures; good knowledge of agency capital improvement parameters and plans as related to HVAC systems; supervisory ability; administrative ability; analytical ability; ability to identify, develop and implement energy management standards and troubleshooting procedures; ability to read and write specifications, read blueprints wiring, piping schematics, and technical books; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Six (6) years of paid full time or its part time equivalent experience* in installation, maintenance and service of HVAC systems found in commercial or public buildings, four (4) years of which must have included heating, and the installation, maintenance and repair of refrigeration equipment, AND three (3) years of the required six (6) years must have been in a supervisory** capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or Certificate in Heating, Ventilating and Air Conditioning, plus four (4) years of paid full time or its part time equivalent experience* in installation, maintenance and service of HVAC systems found in commercial or public buildings, two (2) years of which must have included heating, and the installation, maintenance and repair of refrigeration equipment, AND two (2) years of the required four (4) years must have been in a supervisory** capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Mechanical or Air Conditioning Engineering or related field, plus two (2) years of paid full time or its part time supervisory** experience* in installation, maintenance and service of HVAC systems found in commercial or public buildings that included heating, and the installation, maintenance and repair of refrigeration equipment; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*minor repair and preventive tasks such as changing filters and belts and lubrication of HVAC and refrigeration equipment will not be considered qualifying experience.

**supervisory capacity is defined as responsibility for direction and control of subordinate employees. This includes planning for individuals in a work group. Typical duties include assigning and reviewing work, evaluating performance, maintaining work standards, implementing procedural changes and dealing with problems of absenteeism, morale and discipline.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: April 4, 2013