Title: Building Maintenance Superintendent 2 (HVAC)  

Pay Scale Group: 31

Essential Function

Under general supervision from a designated supervisor, supervise and coordinate the efforts of lower level classifications in programs of HVAC, general maintenance and building repair.

Characteristic Duties

1. Act as foreperson for a designated area.
2. Perform functional and administrative supervisory responsibility for lower level classifications (1-15 employees, which may include Building Maintenance Superintendent 1s).
3. Perform “hands-on” work as required.
4. Meet with engineers, designers, contractors, department heads, and higher level management to coordinate activities (i.e., major repairs, modifications of area or additions).
5. Serve on committees as required.
6. Maintain inventory on equipment and supplies.
7. Initiate requisitions to order supplies an/or equipment.
8. Prepare budget requests and insure cost efficiency of area.
9. Assist in employee develop and formal staff training.
10. Design and administer promotional, hands-on examinations.
11. Maintain a library of technical information.
12. Maintain shop and personnel files and records.
13. Make decisions regarding time off from work requests of subordinates.
14. Address subordinates’ grievances; provide information to subordinates as needed.
15. Take an active role in progressive discipline action (i.e., initiate reprimands and counseling; may recommend administrative hearings).
16. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A
Title: Building Maintenance Superintendent 2 (HVAC)  
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Minimum Qualifications

- Must have an approved certificate from an accredited trades apprenticeship program and six years related experience following the apprenticeship program, including three years supervisory experience; or high school/GED diploma and eight years related experience, including three years supervisory experience. Must have a current valid driver’s license with an acceptable driving record.