Title: Building Maintenance Superintendent 3 (HVAC)  
Pay Scale Group: 32

Essential Function

Under general supervision from administrator, supervises building maintenance superintendents, air quality technicians and/or has independent responsibility for programs of HVAC and general maintenance and repair for all buildings and grounds of assigned area, inspect facilities (i.e., buildings, equipment and grounds), determine method of maintenance and/or repair, set priorities, establish maintenance, repair and replacement policies, formulate department maintenance procedures, review and approve staff assignments, maintain files, serve on committees and attend meetings.

Characteristic Duties

1. Has independent responsibility for all programs of HVAC and general maintenance and repair of buildings, equipment and grounds of a designated area. Inspects facilities and determines method of repair and maintenance. Determine priorities for repair and maintenance; establish maintenance, repair and replacement policies; formulates department maintenance procedures. Supervises and coordinates all HVAC and general maintenance, remodeling and preventive maintenance repair projects. Inspect buildings, premises/grounds and equipment for code compliance and provide technical training to staff. In consultation with administrator, has co-authority to hire, transfer, suspend, lay-off, recall, promote, evaluate, discharge, assign, reward or discipline other public employees (i.e., 15 or more employees or 2 or more BMS 2s with each responsible for one unit); to responsibly direct them; to adjust their grievances; or to effectively recommend such action.

2. Approve purchase of equipment and supplies, develop cost estimates, and develop long range plans for designated shop. Prepare and review specification requirements for materials to be bid. Negotiate, approve and monitor contracts and agreements, prepare progress report of maintenance projects and resolve problems.

3. Examine, prepare and maintain various work related documentation to reflect department activity. Assist building maintenance superintendents in scheduling of staff and processing of work orders. Evaluate work flow records and correct deficiencies. Monitor and complete work orders. Monitor and approve time cards.

4. Perform related duties based on departmental need (e.g., special studies of cost saving equipment and methods; assisting in development of plans for new equipment/grounds maintenance, etc.).

Unusual Working Conditions

- N/A

Minimum Qualifications

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