

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** District Facilities Supervisor - HVAC / Electrical

**Unit:** Supervisory and Professional

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**Job Code:** D1570  
**Original Date:** 07/1989  
**Last Revision:** 07/2024  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Level:** 05

### DEFINITION

Under the general supervision of the Director, Facilities Services, or assigned manager, plan, organize, and direct the maintenance and repair of district heating, ventilation, air conditioning, and refrigeration equipment and electrical infrastructure in district buildings. Supervise skilled and semi-skilled workers in the monitoring, maintenance, and repair of the District Energy Management System and other maintenance activities as assigned.

### EXAMPLE OF DUTIES

1. Supervise, plan, organize, schedule, and assign lead, journey level, skilled, and semi-skilled workers in a variety of maintenance projects; provide for training as needed, including awareness and safe handling of hazardous materials; appraise performance; provide for technical direction and guidance; make employment and transfer recommendations. May perform trade skills.
2. Assist in developing maintenance budget, including assigned responsibilities for labor and materials required for HVAC and plumbing, electrical, and energy management systems; estimate job costs and prepare budgets.
3. Schedule, plan, organize, and inspect maintenance and repair of district electrical, ventilating, heating, air conditioning, and refrigeration systems equipment and other related work.
4. Initiate and direct the work of outside contractors and vendors on repair or replacement of heating, ventilation, air conditioning, refrigeration, plumbing, and other related equipment.
5. Estimate cost of maintenance repair work; recommend use of outside contractors as appropriate; inspect completed work to assure compliance with contract requirements.
6. Assign and inspect work of district trade workers; provide on-the-job training of assigned district skilled, semi-skilled, and unskilled workers in a wide variety of the latest and most advanced methods, systems, equipment, and controls.
7. Prepare and submit budget for assigned functions; prepare a variety of administrative reports with analysis and recommendations; prepare narrative explanations.
8. Coordinate with other Facilities Services Supervisors regarding projects.
9. Prepare report and bid specifications; review bids and make recommendations for contract awards.
10. Coordinate maintenance services for emergency, urgent, and routine job order requests, including services contracted with outside vendors.
11. Supervise operation of the District Energy Management System.
12. Establish routine for inspecting the work of assigned employees.
13. Develop and implement procedures and work practices for identifying, reporting, repairing, and inspecting of defects and/or deficiencies at district facilities.
14. Develop, implement, and interpret district policies and procedures.

15. Implement and enforce safety regulations and practices.
16. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

Applicable sections of California Education Code.  
Building tools and materials, accepted safety standards, and modern methods of building construction.  
District organization, operations, policies, and objectives.  
Hazardous materials laws.  
Health and safety regulations.  
HVAC and electrical technologies  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Operation of centrally controlled, computerized Energy Management Systems.  
Oral and written communications skills.  
Pertinent local and State building codes and regulations, particularly as applied to school construction and federal EPA regulations.  
Principles and practices of supervision and training.  
Technical aspects of field of specialty.  
Tools, materials, methods, and terminology used in installation, operation, maintenance, and repair of heating, air conditioning, and ventilation systems and equipment.

#### Skills and Abilities:

Apply construction knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, specifications, and standard construction practices.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Estimate remodeling and repair costs accurately and prepare budgets.  
Meet schedules and time lines.  
Operate a computer for major mechanical equipment.  
Operate standard office machines and equipment, including computer hardware and software.  
Prepare reports and bid specifications.  
Provide technical expertise in a wide variety of the latest and most advanced methods, systems, equipment, and controls.  
Read and interpret building plans, blueprints, and specifications.  
Schedule, plan, organize, and inspect work.  
Train, supervise, and evaluate personnel.  
Work independently with little direction.

#### Training and Experience:

Any combination of training and experience equivalent to: five years of responsible experience in heating, ventilating, and air conditioning work, two years of which have been in a lead or supervisory capacity.

#### License:

Valid California driver's license.

### **WORKING CONDITIONS**

#### Physical Requirements:

Category II

Environment: Typically in a shop or warehouse setting.