

Warren Wilson College

Position Description

POSITION TITLE: Supervisor, Heating and Air Conditioning Services

DEPARTMENT: Heating and Air Conditioning Services

REPORTS TO: Director of Facilities Management and Technical Services

POSITION SUMMARY:

Responsible for establishing and maintaining the heating, air conditioning and control systems on campus in order to provide a comfortable and healthy environment. The Supervisor trains, supervises and works with student employees in operating and maintaining the systems. Supervises one full-time professional employee.

SPECIFIC RESPONSIBILITIES:

1. Establishes and maintains heating, air conditioning and control systems.
2. Trains, supervises and works with student employees in operating and maintaining the heating and air conditioning systems.
3. Establishes and maintains schedules and assignments of student employees and professional staff member; inspects to ensure the satisfactory completion of work assignments.
4. Ensures that all equipment and equipment rooms are clean, painted and that equipment is properly marked and labeled.
5. Works with the Director of Facilities Management in designing and installing new or modified systems, obtains bids from contractors when necessary and follows through on job performance.
6. Develops a preventive maintenance program that includes automation in the work order system, identifies just-in-time training needs, procedures, tool & equipment needs, and part needs, and supporting documentation.
7. Analyzes and solves refrigeration equipment problems by understanding refrigeration cycles and component diagnostics. Performs maintenance, diagnostics and repairs on air conditioning equipment, ranging from window air conditioning units up to reciprocating chillers. Recycles and charges refrigeration systems.
8. Performs maintenance, repairs on boilers including extensive preventive maintenance and combustion analyses.
9. Diagnoses, repairs, calibrates and installs pneumatic, electric, electronic and direct digital controls. Monitors and diagnoses HVAC system and digital control problems via remote computer.
10. Diagnoses pumping and piping system design problems and repairs. Repairs will include pump alignment, coupling replacement.
11. Repairs and maintains compressed air systems.

12. Performs belt and sheave failure analyses and repairs. Performs accurate alignment and tensioning.
13. Repairs and maintains all kinds of air blowing equipment and coils. Diagnoses air filter failures and repairs.
14. Assists in developing and documenting most recent practices in preventive maintenance for all aspects of HVAC work.
15. Analyzes systems for proper design and operation, perform needed repairs. Test and adjust chemical levels.
16. Directs the use, operation and maintenance of all equipment, including vehicles assigned to this position.

WORKING CONDITIONS:

1. Must be physically capable of entering small, closed spaces to inspect systems components, and negotiate vertical access to equipment rooms in attics.
2. Must be able to drive appropriate maintenance vehicles, and load and off-load maintenance equipment and tools.

QUALIFICATIONS:

1. Minimum of two years' supervisory experience, preferably supervising young people.
2. Must have a working knowledge and technical understanding of all areas relating to the heating and air conditioning industry, including residential, institutional and industrial sectors, technical education and prior successful employment in the field, preferably with 10 plus years experience.
3. Must have a valid North Carolina Driver's License with no restrictions.
4. Must have a North Carolina State Board of Refrigeration certification.
5. Must be able to lift 50 pounds and place on worktable.
6. Knowledge of proper chemical usage and safety precautions.
7. Good communication skills.
8. Must be able to work with a multifaceted group.
9. Knowledge as an educator with commitment and demonstrated ability to work with students and encourage their active participation and leadership.
10. Knowledge and hands-on experience in two of the following areas:
 - installation, service and maintenance of air conditioning equipment including chillers, compressors, cooling towers, pumps and controls;
 - installation, service, maintenance and operation of boilers, pumps, pipe, radiators, fan coil units, actuators and controls, including pneumatic controls; and
 - complete operation and maintenance of pool equipment, including pumps, filters, boiler, dehumidifier piping, valves and chemicals, etc.

