



**CITY OF GREENSBORO**  
invites applications for the position of:

## **Mechanical Trades Supervisor - HVAC (295)**

**SALARY:** \$38,833.00 - \$60,000.00 Annually

**OPENING DATE:** 2/2/18

**CLOSING DATE:** 3/2/18 11:59 PM

**DESCRIPTION:**

[Click Here to Apply](#)

**Work Schedule:**

Monday through Friday 7:30 am to 4:00 pm

**Primary Duties/Brief Description of Work:**

The primary purpose of this position is to supervise and coordinate the installation, maintenance, troubleshooting and repair of all Heating Ventilation and Air-Conditioning staff activities. This person will receive requests for daily work orders, set daily priorities and make work assignments to Heating Ventilation Air Conditioning mechanics as well as set up schedules for preventive maintenance on Heating Ventilation and Air Conditioning equipment. Additional duties will include supervising commercial Heating Ventilation Air-Conditioning equipment replacement jobs performed by contracted services to assure that work is carried out according to plans and specifications; provide estimates for materials needed and staff requirements to complete work orders and projects; maintain files and records of work orders, parts and equipment inventory, work order cost and job expenditures; select properly sized equipment and units, design ductwork and building automation control systems; and design modifications to existing air-conditioning systems to achieve more uniform heating and cooling comfort or energy efficiency and conservation. The selected candidate must be able to review plans and specifications for new building construction to determine compatibility with existing Heating Ventilation and Air-Conditioning equipment or the acceptability of the systems design and have industry knowledge of commercial heating, refrigeration, air conditioning and building automation control systems. They must be able to keep up with the changing technology and techniques. Knowledge and ability to sufficiently troubleshoot/ repair complex electrical control circuits and equipment malfunctions as well as a comprehensive knowledge of the latest codes and procedures related to the heating, refrigeration, and air conditioning field are required. This employee must have the knowledge of the design and operation of pneumatic and electronic building automation control systems and considerable knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of heating, air-conditioning and refrigeration equipment. This position requires the ability to supervise a staff of 4 or more mechanics on different projects and work areas and the ability to train and supervise other Heating Ventilation Air-Conditioning mechanics. **This position is NON-EXEMPT under FLSA.**

### **QUALIFICATIONS:**

#### **Minimum Qualifications:**

- High School Diploma/GED **with** 7 to 9 years experience coordinating the installation, maintenance, troubleshooting and repair of commercial HVAC equipment
  - **OR** No High School Diploma/GED **with** 9+ years experience coordinating the installation, maintenance, troubleshooting and repair of commercial HVAC equipment
  - **OR** Associate's Degree **with** 5 years experience coordinating the installation, maintenance, troubleshooting and repair of commercial HVAC equipment
- Valid Driver's License
- Universal Refrigeration Recovery License
- State Contractor's License (Min H3 /Heating Group 3)
- 2 years Experience in a Supervisor Role
  - **OR** 1 year Experience in a Supervisor role AND FOS (Foundations of Supervision) graduate or equivalent program

#### **Preferred Qualifications:**

- Knowledge of building automation system such as Trane Tracer and Johnson Controls
- Knowledge of other building trades (Carpentry, Plumbing, and Electrical)