



Openings as of 3/18/2021

Supervisor, HVAC

JobID: 7047

Position Type:

Supervisory/Manager/Supervisor-HVAC

Date Posted:

3/16/2021

Location:

Utilities Services

Closing Date:

03/30/21

Title: Supervisor, HVAC

Job Summary:

Provides supervision of the maintenance shop HVAC personnel and assists the Utilities Coordinator in implementing the maintenance program practices and policies. This position is on-call on a 24-hour basis for emergency operations.

Duties and Responsibilities:

- Ensures that existing physical plants of the Fulton County School System are maintained in a safe and comfortable condition by making expedient, sound decisions relating to HVAC equipment and controls maintenance operations
- Practices preventive maintenance techniques to prolong the life cycle of existing buildings and equipment
- Performs site visits and consults with school principals and other administrators while visiting schools and other buildings
- Maintains a customer-focused perspective while communicating effectively with school personnel, superiors, subordinates, peers, vendors, public etc.
- Assists in long-range planning and budget preparation
- Coordinates the assignment of all work requests on a priority basis, evaluating the workload of foremen, tradesmen, secretaries, etc., to ensure work is performed in a timely manner
- Manages the affairs of the department in a fair, equitable manner that promotes positive employee morale
- Provides training as needed for mechanics and promoting in-service training for the Maintenance Department
- Maintains building system records in hard copy or electronic formats
- Monitors departmental practices, supplies and expenditures for efficient use of resources
- Practices and communicates FCS safety culture in the workplace
- Recommend competent personnel for open positions
- Performs other duties as assigned by the appropriate administrator

Education and Experience

Education:

- Associate's Degree in a related field required or equivalent experience (2 years of similar work level experience = 1 year of college) A combination of experience and education may be used to meet the Associate's Degree requirement
- Bachelor's Degree preferred

Experience:

- Minimum 2 years supervisory and/or administrative HVAC related experience and 3 additional years of related HVAC experience required

Certification/Licensure:

- Valid Driver's License required
- Must be insurable with good driving record
- Must possess at least journeyman skills in HVAC
- Warm Air License preferred
- Universal EPA license preferred

Minimum Qualifications:

- Valid Driver's License required; Must be insurable with good driving record
- Ability to supervise and work effectively with departmental personnel
- Good decision-making and problem solving skills
- Understanding of building infrastructure systems
- Must be able to assist in the planning and implementation of long-range planning
- Excellent organizational and leadership skills
- Excellent communication skills both written and verbal

Salary Information: Salary Range for 2020-2021

- \$68,818 - \$81,219

Step placement credit may be granted for up to a maximum of 8 years (Step 9) of prior verifiable experience. Salary placement with Fulton County Schools is non-negotiable. Actual salary placement will be based on Fulton County Board of Education experience calculations from the Non-Teaching Salary Schedule B-235, Executive Scale, Step 1 - Step 9.

Complete Application:

- Application
- Resume

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator Ron Wade, 6201 Powers Ferry Rd, NW, Atlanta, Georgia 30339, or phone 470-254-4585. TTY 1-800-255-0135

FMLA regulations require all employers to post the [updated FMLA notice](#).

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