

Job Description

Position Title: Supervisor, HVAC Central Plant

Job Group: Facilities

Job Level Group: Supervisor

FLSA Status: Non-Exempt

Salary Grade: 06

Position Summary:

The HVAC Central Plant Supervisor provides leadership, guidance, and oversight for Central Plants and Central Plant Operators, with a focus on central hydronic plant mechanical systems and Building Automation Systems (BAS) digital controls. This position ensures consistency, reliability, and efficiency in central plant operations, maintenance, repairs, and system modifications across all College locations, while serving as a high-level technical expert and training resource who promotes standardized procedures, best practices, and energy-efficient operations. The Supervisor also functions as a collegewide resource to troubleshoot and resolve complex central plant and BAS issues as they arise and exercises direct supervision over roving specialists and assigned staff.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Maintains, services, repairs, and installs College Building Automation Systems (BAS) and associated operational equipment; troubleshoots system failures and responds to urgent issues and emergency conditions while performing work with a high level of accuracy and attention to detail.
2. Applies advanced skilled-trades expertise in hydronics, central plant mechanical systems, water treatment and refrigerant chemistry, thermodynamics, electrical components, energy consumption, and Building Automation Systems digital controls to diagnose, troubleshoot, and resolve complex central plant operational issues.
3. Utilizes computer systems, Building Automation Systems, and facility management software to track maintenance schedules, manage work orders, monitor building operations, and support efficient central plant operations.
4. Provides training and technical direction to staff on BAS digital controls and mechanical systems; assists with safety training and ensures adherence to safe work practices.
5. Supervises staff by prioritizing and assigning work, ensuring required training is completed, conducting performance evaluations, and making hiring, disciplinary, and termination recommendations in accordance with College policies.
6. Supervises assigned staff and contract personnel by assigning technical tasks, monitoring work progress, providing technical guidance, and overseeing inventory levels, labor estimates, and job materials.
7. Inspects completed work, in coordination with Facilities Inspectors, to ensure staff, vendor, and contractor work meets College standards, specifications, and quality requirements.
8. Provides crossover technical support on HVAC and refrigeration systems when required to support central plant operations.

9. Provides operational coverage for central plant staff absences to ensure continuity of critical systems and services.
10. Ensures best practices are followed to optimize system efficiency, reliability, and energy conservation.
11. Interprets blueprints, diagrams, schematics, and manufacturer documentation; applies appropriate work methods and ensures compliance with applicable codes and standards.
12. Obtains vendor estimates for labor and materials, prepares purchase requests, and purchases services, equipment, and materials in accordance with College procurement and purchasing procedures while overseeing small and large projects in collaboration with supervisory leadership and Facilities Planning.
13. Assists with the development and monitoring of budgets and maintains documentation of expenses related to assigned work.
14. Orders, manages, and distributes supplies, equipment, inventory, and tools to ensure adequate stock levels and operational readiness.
15. Advises leadership on equipment condition, performance, and lifecycle status to support deferred maintenance and capital planning efforts.
16. Operates and maintains tools and equipment associated with central plant and BAS responsibilities.
17. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of HVAC principles, systems, and components, including heating, ventilation, air conditioning, refrigeration, and related mechanical and electrical systems, sufficient to perform installation, maintenance, troubleshooting, and repair work in accordance with applicable codes, safety standards, and manufacturer specifications.
- Knowledge of regulatory compliance principles and practices
- Skill in budget/resource management
- Skill in coordinating and monitoring the work of others
- Skill in effective communication (both written and oral)
- Skill in independent decision making
- Skill in organization, coordination and management
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Skill in problem solving
- Skill in program development and process improvement
- Ability to adapt and maintain professional composure in emergent and crisis situations
- Ability to develop and maintain effective and positive working relationships
- Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field
- OR
- High school diploma or GED required.
- Vocational or technical training in HVAC maintenance required.

AND

- Three (3) to Five (5) years of related experience
- One (1) to Three (3) years of supervisory experience required.
- Five plus (5+) years of related experience preferred.
- HVAC EPA certification/license required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours