

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2016**

**CAMPUS HVAC FACILITIES MANAGER**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 17C**

**JOB FAMILY: FACILITIES & CONSTRUCTION – JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Campus HVAC Facilities Manager oversees and performs technical work in the preventive maintenance, installation, repair, and calibration of the campus HVAC and energy management systems. An employee in this position prepares recommendations and implements installation and use of HVAC systems and computerized control automation for the assigned campus and oversees contractor installation and repair of HVAC equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Evaluate, troubleshoot, and repair commercial trade HVAC systems, equipment, and components and perform preventative maintenance of commercial HVAC specific systems, equipment, and components to include, but not limited to the following:

- Air handling and fan coil units
- Air compressors
- Boilers (Steam, hydronic, Copper Tube and Stainless heat exchanger)
- Low pressure steam systems
- VFR Systems (Variable Refrigerant Flow)
- Commercial heating and cooling equipment
- Chillers (Centrifugal, Screw, Reciprocating, Scroll, Water and Air Cooled)
- Cooling towers
- Refrigeration equipment (food service and scientific)

Available for afterhours work and emergencies, while being part of an on-call rotation.

Perform proficient replacement and installation duties for the following:

- Roof top package units and Make-up air units (MAU)
- Exhaust Fans
- Variable Frequency Drives (VFD)
- Liebert Units
- HVAC equipment
- Boilers
- Motors and Pumps

Ability to troubleshoot Refrigeration; Low and line voltage including electrical controls; Building automation systems and equipment; Variable Frequency Drives (VFD); Expertise in advanced independent diagnostics, troubleshooting, and service of 0 to 500+ ton systems, system operations, expansion devices, controls, etc.

**KNOWLEDGE/ SKILLS/ABILITIES**

Knowledge of electronic, pneumatic and mechanical principles as applied to the maintenance and repair of heating, ventilation and air conditioning systems.

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Operating knowledge of Microsoft Office software and working proficiency with hand held computer (i.e. Smartphone, iPad).

Customer service oriented with leadership and project management skills coupled with mechanical aptitude.

Proficient in the use and operation of power tools, testing and monitoring equipment and computers.

Understand and apply all relevant codes.

Ability to test and balance systems.

Experience in supervising apprentices and less skilled "helpers" and a desire to educate and mentor them.

Sufficient strength to accomplish assigned duties including some heavy lifting, carrying, pushing and pulling up to 50 lbs.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff and assigned installation or repair team personnel.

### **MINIMUM QUALIFICATIONS**

Ten (10) years as a Licensed Commercial HVAC technician or; Ten (10) years as a Commercial HVAC technician after successfully graduation from a nationally recognized 4-year apprenticeship program or; an Associate's degree in Heating, Ventilation, and Air Conditioning.

### **PREFERRED QUALIFICATIONS**

Universal Refrigeration license (EPA Certification); Valid Driver's License; Strong problem solving abilities; Ability to communicate clearly and effectively; and Experience in acceptable and proper construction methods and techniques.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/1997; Revised 11/2000; 01/2004; 12/2016