

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, HVAC Operations

QUALIFICATIONS

- Vocational Certificate or Associate's Degree in HVAC Technology, Engineering, Construction Management, or related field.
- Florida licensure as an Engineer, General Contractor, or Mechanical Class A Contractor.
- Six (6) years of HVAC repair or mechanical engineer experience.
- EPA section 608 technician certification.
- Valid Florida driver's license.

KNOWLEDGE, SKILLS, ABILITIES

- Strong and in-depth knowledge and understanding of HVAC and refrigeration systems.
- Ability to manage a project from development and stakeholder engagement through implementation and evaluation.
- Knowledge of state and local codes.
- Ability to lead and develop team members.
- Effective skills in oral and written communications.
- Effective skills in problem solving and conflict management.
- Knowledge of computer applications as related to job functions.

SUPERVISION

REPORTS TO Assistant Director Facilities Services
SUPERVISES Assigned Personnel

POSITION GOAL

To provide project management, program coordination, and oversight for Facilities Services HVAC maintenance infrastructure.

PERFORMANCE RESPONSIBILITIES

1. *Provide recommendations for the annual and five-year HVAC capital replacement budget including funding recommendations for repairs.
2. *Lead, mentor, engage, and develop teams to maximize their contributions and performance.
3. *Develop HVAC engineering requirements, scope of work, equipment needs, and construction standards for projects.
4. *Coordinate the preparation of scope of services and specifications for Facilities Services HVAC projects.
5. *Coordinate the identification, procurement, and contract administration of Facilities Services HVAC projects.
6. *Review scope of work, proposals, plans, and specifications of Facilities Services HVAC projects.
7. *Develop project schedules and budgets in planning HVAC projects.
8. *Assist in identifying and prioritizing HVAC repair and replacement projects.
9. *Manage and direct HVAC modifications as it is related to indoor air quality concerns.
10. *Update and maintain computerized maintenance management system for HVAC replacements and installations.
11. *Manage and review data from chilled water chemical treatment and make appropriate adjustments to the system.
12. *Maintain open communication and cooperative relationship with district staff and vendors.
13. *Serve as the liaison between Facilities Services and Facilities Project Management and Planning.
14. *Remain current on Environmental Protection Agency (EPA), Florida Building Code, and State Requirement for Educational Facilities (SREF) regulations as it relates to HVAC.
15. Perform other duties as assigned by the Assistant Director Facilities Services.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment, Commercial HVAC Diagnostic and Repair Tools, Hand and Power Tools

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration	The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gasses or poor ventilation.

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TERMS OF EMPLOYMENT

PAY GRADE**AO-07-E \$78,347 - \$120,067**

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	7900
Job Code	2124
Survey Code	79008

FLSA

Applicable
 Not applicable

Previous Board Approval

ADA Information Provided by Kim Dove
Position Description Prepared by Kim Dove

BOARD APPROVED**March 8, 2022**