



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	HVAC Manager
Payroll/Personnel Type:	12 Month
Reports to:	Facilities Manager

Position Summary:

The HVAC Manager will be primarily responsible for the operation and maintenance of all heating and cooling systems for a multi-site school district creating a safe, functional, and welcoming school environment. This includes supervising and managing employees to include completing employee evaluations and Accountability Meeting Reports, implementing and monitoring preventive maintenance schedules, prioritizing and scheduling work, training, and inspections. This is a hands-on position that will require knowledge of crafts and trades along with other maintenance equipment. The manager will be expected to meet operating and financial goals, customer needs, and be responsible for staffing, scheduling, training, and developing management of hourly employees. The HVAC Manager will be required to fulfill on-call duties after-hours and on weekends.

Essential Functions:

- Overall responsibility for staffing, scheduling, training, performance management and development of HVAC technicians and stationary engineers
- Completing employee evaluations and Accountability Meeting Reports when needed
- Responsible for using the work order system to log, prioritize and manage work order volume and execution
- Provide hands on support in resolving complex issues and determining long term solutions that positively impact the overall school environment
- Enter into and manage contracts for supplies, equipment, contractors, etc. as needed to perform work
- Oversee contractors as needed for preventive maintenance, repairs and other contracted work as needed
- Regularly meet with principals and other location managers to discuss and resolve building and/or staff issues and needs
- Meet operating and financial goals and school needs
- Performs related duties as required

Knowledge, Skills, and Abilities:

- Excellent communication skills with the ability to manage multiple constituents
- Ability to manage in a diverse environment with focus on client and customer service
- Experience directing skilled, semi-skilled and non-skilled trade personnel
- Ability to oversee capital projects and maintenance plans
- Strong financial analysis, interpretation skills and basic computer skills are necessary
- Profit & Loss (P&L) accountability experience (highly preferred)
- Expertise in asset management and extensive facility safety programs
- Able to respond effectively to changing demands and has strong organization and time management skills
- Familiar with MS Office Suite (Outlook, Word, Excel, PowerPoint, etc.)



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Experience:

- Minimum of three years job related experience
- Five or more years of multi-site facility management experience to include technical knowledge of maintenance equipment, boilers/chillers, etc.
- Multi-site or K-12 maintenance management experience (preferred)

Education:

- Bachelor’s Degree in Engineering, Facilities Management, Business or related area (preferred)
- In lieu of degree, consideration may be given for relevant experience

Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Medium work – exert up to 25 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- Must possess a valid driver’s license
- Must be physically able to operate a motor vehicle

Working Conditions and Environment:

- Maintenance work is performed both indoors and outdoors year round
- Must be able to withstand extreme temperatures as well as potentially hazardous environments
- Must be physically able to wear dust mask/respirator and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____
Employee	Date
_____	_____
Immediate Supervisor	Date
_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.