



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

Position Title:	Assistant Director of HVAC
Payroll/Personnel Type:	12 Month
Job #:	6632
Reports to:	Facilities Maintenance Manager/ Designee
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Assistant Director of HVAC 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 managing employees, implementing, and monitoring preventive maintenance schedules, prioritizing, and scheduling work, training, and inspections. This hands-on position will require knowledge of crafts and trades along with other maintenance equipment. The manager will be expected to meet operating and financial goals, and customer needs, and be responsible for staffing, scheduling, training, and developing management and hourly employees. This position may require working off-shift hours.

Essential Functions:

- Overall responsibility for staffing, scheduling, training, performance management, and development of HVAC technicians and stationary engineers
- 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 preventative 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 a focus on client and customer service
- Experience directing skilled, semi-skilled, and non-skilled trade personnel
- Ability to oversee capital projects and maintenance plans is strongly desired
- Strong financial analysis, interpretation skills, and basic computer skills are necessary
- P&L accountability experience is highly preferred
- Expertise in asset management and extensive safety facility programs
- Able to respond effectively to changing demands and has strong organization and time management skills
- Familiar with MS Office



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Experience:

- Minimum of three years job related experience
- Five or more years of multi-site facility management experience including technical knowledge of maintenance equipment, boilers chillers, etc.
- Multi-site or K-12 maintenance management experience is highly preferred

Education:

- Bachelor's Degree in Engineering, Facilities Management, Business, or related degree is (preferred) OR Consideration will be given for experience instead of a degree

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 – exerting 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 a 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 because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.