

MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL APPLICANTS TO READ

POST DATES: 10/29/2018 until filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: HVAC/Plumbing Manager

JOB CLASS (GRADE): 20

HOURLY RATE: \$23.68

LOCATION: Facilities Management

WORK WEEK: M – F

HOURS: 8:00 AM – 5:00 PM

DEPT. HEAD: Robert Ryals

(X) REPLACEMENT

() NEW REQUIREMENT

SUMMARY:

The HVAC/Plumbing Manager is responsible for supervising of all activities and operations as applied to the plumbing and HVAC functions of the Facilities Management Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees maintenance, installation, engineering, and repairing of plumbing systems.
- Oversees maintenance, installation, engineering, and repairing of heating, ventilation, air conditioning systems, and refrigeration systems.
- Makes recommendations to enhance quality of plumbing services.
- Maintains energy management and cost-saving criteria along with indoor air quality standards.
- Utilizes a functional computerized work order control system.
- Reviews and prioritizes all incoming service calls and work orders relating to HVAC and plumbing, and issues to employees.
- Monitors and modifies schedules in buildings controlled by computerized HVAC systems.
- Monitors and assesses the performance of HVAC Technicians.
- Monitors and assesses the performance of the plumbing employees.
- Reviews plans and specifications; makes recommendations for projects and equipment to ensure compatibility with job requirements.
- Interprets and develops blue prints, schematics and other related data.
- Assists in preparing the HVAC function's operating and capital budgets. Provides budgetary information on new/upgraded HVAC systems to other departments.
- Assists in preparing the plumbing function's operating and capital budgets. Provides budgetary information on new/upgraded plumbing systems to other departments.
- Maintains files on new equipment, regulations, and controls.
- Trains and supervises personnel.
- Assists in the development and implementation of preventative maintenance plan for facilities and equipment.

- Supervises emergency repair work.
- Keeps daily work and time reports.

KNOWLEDGE, SKILLS, AND ABILITIES:

The HVAC/Plumbing Manager must be knowledgeable of the following principles, procedures, and concepts:

- Considerable knowledge of the principles and practices of building maintenance and repair.
- Considerable knowledge of national, state, and local building codes.
- Considerable knowledge and understanding of operation of plumbing systems.
- Considerable knowledge of personal computers and the ability to operate word processing and database software programs to keep simple records, as required.
- Considerable knowledge of the principal of gas-fired appliances, fire and safety requirements for gas installations, combustion, flues, and boilers.
- Considerable knowledge of possible defects and faults in hot and chill water systems, gas systems, and heating and air conditioning appliances.
- Considerable knowledge pertaining to working with high voltage and the safety practices required.
- Considerable knowledge and understanding of operation of pneumatic control systems.
- Thorough knowledge of maintenance methods and tools related to plumbing equipment.
- Ability to read and follow blueprints, related to plumbing systems, and heating and air conditioning systems
- Ability to write and review specifications to ensure compatibility with job requirements.
- Ability to maintain effective working relationship with fellow employees and with members of the general public.
- Ability to coordinate and assist in the activities of HVAC technicians, plumbers, electricians, and other maintenance personnel.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The HVAC/Plumbing Manager should possess, at a minimum, a high school degree or GED, supplemented by two (2) years of HVAC and Plumbing Repair training in a factory-sponsored school, primarily related to heavy equipment, and five (5) years of experience in the maintenance, operation, and repair of HVAC/plumbing systems; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.
- Must possess an HVAC Class II, Unrestricted License.
- Must have EPA Refrigerant Certification.
- Must be available for 24 hour emergency work as needed.
- Must be available for on call rotation.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

The HVAC/Plumbing Manager has direct supervision of the HVAC and Plumbing staff.

TRAVEL:

The HVAC/Plumbing Manager is required to travel frequently.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL
JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to perform work while sitting, standing, walking, bending, crouching, or stooping. The employee often lifts light and heavy objects, climbs ladders, uses tools requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed both in County buildings and outdoors. The employee is exposed to noise, dirt and dust, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

Please complete the application located on our website, maconbibb.us or you can pick up an application at our office, 700 Third Street, First Floor, Macon, GA 31201. Any application should be returned with a resume, copy of educational documents and any letters of recommendation that you might have.

We are an Equal Opportunity Employer