



**Job Title: HVAC Shop Foreperson**

**Department:** Maintenance  
**Reports To:** Director of Facilities and Maintenance Manager  
**Grade:** MT-16  
**Number of Days:** 12 Months  
**Security Access:** None  
**Current Date:** July 1, 2015  
**Overtime Status:** Non-Exempt

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**Position Summary:** The HVAC Foreperson is expected to coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate and ensures quality workmanship. The Foreperson will assign tasks/ work orders to the employees and specify methods to coordinate the workflow to facilitate completion of all jobs. Must be willing to work outside in all types of weather conditions and follow all safety requirements. The Foreperson will stock and maintain a running inventory of equipment, supplies, parts, and materials to complete job assignments.

The primary focus for the HVAC Foreperson is to supervise the maintenance shop that focuses on the repair, replacement, and preventive maintenance of all HVAC equipment, with an emphasis on commercial and industrial heating and air systems. This includes, low pressure boilers, high efficiency boilers, and Geo Thermal systems. In addition, working knowledge of commercial grade refrigeration is expected. This will also require removal and installation of HVAC systems as needed throughout Tulsa Public Schools. In addition, the Foreperson will be responsible for working with the Bond Department and Energy Management to maintain accurate records of various systems (including age and maintenance records), automated control systems, and other information needed to plan for future capital improvements throughout the school district.

This job may include working with outside contractors and vendors for new installation and replacement of HVAC equipment and systems. This will also include working with other maintenance shops for specialized project work as it pertains to the HVAC shop throughout the school district.

**Minimum Qualifications:**

**Education:**

- High School Diploma or equivalent.
- Completion from an accredited trade school is preferred.

**Experience:**

- Must have a minimum of 5 years' experience working with various heating and air systems.
- Must have supervisory and leadership experience.
- Must have working knowledge of 5 to 25 ton direct expansion units.
- Knowledge of up to 25 Ton refrigeration units is a plus.
- Previous working knowledge of Geo Thermal systems preferred.
- Previous experience working with high efficiency boilers preferred.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manage Shop Personnel, Training, Staffing, Timekeeping, etc.
- Conduct counseling and corrective action with employees as needed to ensure professional work environment.
- Staff & Site Safety Compliance.
- Screen, Coordinate, and Prioritize Work Orders & Requisition Requests.
- Attend workshops and conferences; keeping informed on current trends that affect job responsibilities.
- Manages multiple projects requiring effective interaction and coordination with internal district departments as well as external parties.
- Request purchase orders for all materials
- Create project schedule for seasonal projects
- Maintain and keep current all construction documents for Kitchens (Submittals, RFI's, change orders, etc.)
- Various other tasks as assigned by the Director and as needed.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- Must maintain a current and valid State Contractor's Mechanical License in HVAC or the ability to obtain one in 6 months (Unlimited Mechanical Journeyman License required while working toward Contractor's License).
- Unlimited Mechanical Journeyman License with refrigeration endorsement is a plus
- Must have EPA certification for removal and disposal of refrigerants, Universal EPA certification preferred.
- Must have a thorough understanding of city codes and EPA regulations.
- Must be able to demonstrate the ability to plan, coordinate work schedules to complete job assignments without direct supervision.
- Must be able to use Microsoft Office Suite.
- Ability to use CMMS software.
- Successful contract negotiation skills is a plus.
- The foreperson must demonstrate the ability to provide estimate of labor and material cost for projects upon request.
- Conduct routine quality control inspections on jobs in progress and following completion.
- Maintain accurate shop inventory for material and tools.
- Must enforce all MSDS requirements and city/state building codes.
- Develop and implement safety awareness program according to OSHA standards.

- Ability to complete new installations and make repairs to various HVAC systems and equipment.
- Ability to work on commercial grade refrigeration equipment is a plus.
- Ability to read and understand electrical schematics.
- Ability to read and understand blue prints.
- Ability to read and understand city/state mechanical, electrical, plumbing, and building codes.
- Must be able to work a flexible schedule including evenings and weekends.
- Must have ability and willingness to learn and understand Energy Management Systems and automated control systems.
- Must be able to maintain consistent and thorough communication between Maintenance Management, Bond Department, and Energy Management.

**Customer Contacts (Internal and External):**

- Internal: Director, Supervisors & Forepersons
- External: Site Principals/Administrators and Staff

**Supervisory Responsibility:**

- Supervises and coordinates activities of workers engaged in the installation, testing and repairs of HVAC equipment, including low pressure boilers, and Geo Thermal systems.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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