

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**HVAC Supervisor**

**I. JOB INFORMATION**

**Job Title:** HVAC Supervisor (CS 18)

**Job Class:** 51215

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under administrative direction provides for the climate controls of the university. Directs the Heating Ventilation Air Conditioning department, and works with planning designs on special projects.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Functions as a working supervisor over HVAC Technicians; performs skilled installation, repair and preventive maintenance on air conditioning, refrigeration, and heating equipment; assists the HVAC Superintendent.
- Trains and instructs employees on proper work procedures and policies.
- Communicates and enforces policies and procedures; resolves problems; addresses employee concerns and complaints.
- Assigns and monitors work activities.
- Coordinates work flow and schedule to ensure deadlines are met, priorities are recognized, and policies/procedures are followed.
- Repairs air conditioning and heating units and systems, refrigeration systems, pneumatic controls, pumps, fans, and motors; periodically overhauls air conditioning and heating systems.
- Periodically inspects, tests, and diagnoses air conditioning, refrigeration and heating systems, performing preventive maintenance such as: changing filters, lubricating motors, tightening belts.
- Checks for needed repairs and for compliance with technical orders, blueprints, specifications, handbooks and established procedures.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and five years (FT) of related work experience OR, two years of post-secondary education and 2.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 1.5 years (FT) of related work experience. Two years skilled HVAC installation, repair and troubleshooting. Two years supervisory/training experience required.

**V. WORKING CONDITIONS**

Exposed to dust, dirt, loud equipment noise, heights, electricity, potentially dangerous equipment (e.g., fan belts), and variable temperatures and weather conditions; requires moderate physical exertion to include frequent lifting of up to 50 pounds (e.g

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

Must possess current Universal Certification if position requires servicing of all types of refrigeration equipment.

**VIII. JOB SERIES**

51200

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*