



- Assures that journeymen are following through on area cleanliness and safety.
- Supervises and trains journeymen and apprentices as directed by Foreman.
- As directed by the Foreman and Assistant Foreman, supervises and inspects work being performed by HVAC department employees and contract service providers, assuring that work is done properly and within a reasonable time frame. Ensures safe working conditions and procedures.
- Coordinates with other trades to complete projects.
- May be assigned to participate in organizations, committees and sub-committees as needed.

### **NON-ESSENTIAL FUNCTIONS**

Performs occasional other duties as assigned within skill level.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Must acquire knowledge and be familiar with Direct Digital Control systems used in Granite School District within one year. Must have thorough and current working knowledge of HVAC-R trade and its accompanying tools, equipment, and procedures. Must maintain current knowledge of federal and state laws and regulations as pertaining to air quality, refrigerant, and hazardous waste handling, transportation, and disposal. Requires basic computer skills. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize journeymen, materials and equipment for specific projects. Must be skilled in oral and written communications and interpersonal relations..

### **REQUIRED EDUCATION AND TRAINING**

Must have a high school diploma or equivalent. Must have completed two years full time equivalency of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license. Incumbent is required to maintain a current Boiler Operators and Steam Engineers Permit.

### **REQUIRED PRIOR WORK EXPERIENCE**

Must have a high school diploma or equivalent and meet the requirements of an HVAC

journeyman. In addition, must have completed one year as a qualified journeyman with demonstrated competence.

**Note:** The District administration reserves the right to require specific training for this position; However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

### **DECISION MAKING**

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assures that each assignment has sufficient tools, materials and supplies. Assists with inventory ordering and issuing. Determines repairs and replacements of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

### **SUPERVISION**

Incumbent will generally supervise a staff not to exceed 15 full time employees. On occasion this staffing will increase to accommodate temporary employees. On special projects, may supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments and monitors performance of assigned employees. Coordinates with contract service vendors and material vendors on projects.

### **WORKING CONDITIONS**

Works in tunnels, trenches, attics, and high places. May be subject to high voltage, heat, noise, dirt, chemicals, confined spaces, raw sewage and cold. Some district emergencies may require additional irregular hours. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

### **PHYSICAL DEMANDS**

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.