

BUILDING MAINTENANCE CREW CHIEF

General Definition of Work:

Performs difficult skilled work supervising the maintenance and repairs of HVAC (heating and air conditioning) related equipment. Work is performed under the general supervision of the Building Maintenance Supervisor. Daily guidance and direction is provided to subordinate crew members.

Essential Functions/Typical Tasks:

Serving as crew leader; supervising and participating in the troubleshooting, repairing, installing and maintaining refrigeration and air handling equipment and in the repair and maintenance of County buildings and facilities; driving; maintaining records and files; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives written and oral work orders from the Building Maintenance Supervisor supervises; assigns and schedules work of crew members; provides daily field supervision and checks work of crew members; ensures work is completed as directed.
- Responsibilities include, but are not limited to: daily field supervision; assisting in the performance of weekly inspections of all sites to ensure maintenance standards are met; and on call after hours and on weekends for problems and emergencies with facilities.
- Responsible for training and evaluating subordinate crew members and assists in hiring.
- Requisitions necessary parts, materials, supplies and equipment from Building Maintenance Supervisor.
- Checks work of contractors for compliance with instructions.
- Ensures appropriate safety practices for personnel under supervision at work sites are followed.
- Assists and makes recommendations for annual budget regarding HVAC replacements, repairs, and upgrades. Maintains list of HVAC related equipment.
- Performs preventive maintenance and repairs to HVAC equipment and related equipment.
- Completes assigned work orders and necessary work order reports.
- Performs other building maintenance tasks as assigned.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the HVAC operations , tools, components, and equipment used in commercial and residential buildings; of maintenance, repair and the use of common hand and specialized power tools required in the work; of hazards and safety precautions associated with type of work assigned; and of applicable codes, pertinent inspection and safety requirements. Skilled in the use of hand and power tools of the trade and in the use of computers and applicable software applications. Ability to recognize and diagnose problems; to make time and materials estimates; to follow oral and written instructions; to plan and supervise the work of others; to perform manual labor for extended periods; to work from sketches, blueprints and drawings; to maintain records; and to establish and maintain effective working relationships with associates, subordinates, and the general public.

Education and Experience:

Requires graduation from high school and considerable work experience in HVAC maintenance and repair including some crew chief or lead worker experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping and repetitive motion; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms lengths, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Special Requirements:

Requires possession of a Class A Commercial Driver's License valid in the state of North Carolina. Some overtime and after hours work is required. Possession of H1, H2 and H3 certifications and air conditioning recovery and recycling certification. Prefer NC H1, H2, and/or H3 license. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.