



# **City of Phoenix**

## **BUILDING EQUIPMENT SUPERVISOR**

**JOB CODE 74700**

Effective Date: 06/13

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to supervise and administer the installation, maintenance, and repair of air conditioning, heating, and other mechanical equipment in a number of City facilities. Incumbents assure the comfort of building occupants by ensuring the safe, efficient operation of the equipment, responding quickly to operational problems, and effectively planning equipment maintenance, upgrade, and replacement. There is considerable latitude for the exercise of independent judgment and initiative in this class. Performance is evaluated by a Facilities Management Superintendent or Senior Building Equipment Supervisor on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Supervises and participates in the installation, repair, operation, and maintenance of plumbing, air conditioning, heating, refrigeration, pneumatics, and other equipment;
- Supervises and participates in the scheduling of work assignments, ensuring coverage in the event of absence;
- Reviews quotes / invoices from vendors and contractors for accuracy and compliance to existing agreements or contracts;
- Plans equipment maintenance, upgrade, and replacement;
- Directs preventive maintenance programs and keeps records on all equipment;
- Coordinates, visually inspects, and accepts work performed by outside contractors;
- Directs fiscal transactions for purchasing and inventory control of mechanical equipment and supplies;
- Writes specifications for equipment purchases or major maintenance work to be contracted out;
- Schedules and participates in periodic checks of building equipment such as refrigeration and air compressors, electric motors, cooling towers, water pumps, sump pumps, air filters, fans, blowers, coils, ducts, electric and pneumatic controls, thermostats, gauges, meters, valves, and inverters;
- Participates in the budget process by recommending equipment replacements or new equipment purchases;
- Composes written correspondence, such as letters, memos, reports, and forms;
- Maintains regular and reliable attendance;



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- Demonstrates superior seamless customer service, integrity and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- HVACR equipment, systems and controls.
- Occupational hazards and necessary safety precautions applicable to building equipment installation, maintenance, and repair work.
- Refrigerant recovery and recycling as required by the Environmental Protection Agency.
- Basic computer skills and software knowledge including word processing, spreadsheets and computerized maintenance management systems.
- Methods, practices, tools, and materials used in air conditioning, heating, and air handling operations, maintenance and repair work.
- Preventative maintenance and work order management programs.
- Plumbing, electricity, mechanics, sheet metal work, and water analysis and treatment as applied to the operation of heating and refrigeration equipment.
- Technical drawings, blueprints and wiring diagrams.
- Pumps, air compressors, and fire suppression systems.
- Building Automation Systems.

#### Ability to:

- Work safely without presenting a direct threat to self or others.
- Communicates verbally with customers, clients, and the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Works cooperatively with other City employees, building occupants, and the general public.
- Observes or monitors people's behavior and data to determine compliance with prescribed operating or safety standards.
- Review or check the work products of others for conformance to standards.
- Perform a broad range of supervisory responsibilities over others.
- Expresses ideas on technical problems clearly and concisely, verbally and in writing.
- Comprehend and make inferences from written material.
- Perceive the full range of the color spectrum (example: working with electrical wires).

### **Additional Requirements:**

- Must possess a current Universal CFC certification at time of hire.



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- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of supervisory experience in the operation and maintenance of modern refrigeration and heating equipment systems. Other combinations of experience and education that meet the minimum requirements may be substituted.