



City of Phoenix

SENIOR BUILDING EQUIPMENT SUPERVISOR

JOB CODE 74720

Effective Date: 06/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to assign duties, and to supervise and inspect the work of the Building Equipment Supervisors and Building Maintenance Foreman performing installation, maintenance, repair, and remodeling of public buildings along with air conditioning, heating, and other mechanical equipment in a number of City facilities. The Senior Building Equipment Supervisor has responsibility for the training and development of employees. In the absence of senior management, the incumbents may be asked to assume administrative and/or operational functions to the extent that authority has been delegated. The Senior Building Equipment Supervisor classification is distinguished from the Building Equipment Supervisor class by the broader scope of responsibility and accountability for a greater variety of complex and technical responsibilities, as well as required knowledge and expertise in a highly specialized and/or technical area. Employees in this classification must exercise independent judgment in reacting to unanticipated situations within policies set by the Public Works Director. Assignments are made by written or oral instructions and work is reviewed by the Facilities Management Superintendent for results achieved.

ESSENTIAL FUNCTIONS:

- Oversees the maintenance, alteration, and repair for an assigned area of operation such as plumbing, air conditioning, heating, refrigeration, pneumatics, and other equipment;
- Supervises building equipment crews engaged in performing public building maintenance, construction, or remodeling projects;
- Plans and organizes building facilities projects for maintenance and remodeling;
- Completes cost estimates;
- Develops sketches for planned work projects;
- Preventative and predictive maintenance planning, and capital replacement planning for HVAC equipment;
- Conducts plans review, monitoring or inspecting projects for compliance with plans requirements;
- Develops specifications for standardization of building equipment and fixtures throughout city facilities;
- Analyzes procedures and equipment, and establishes appropriate objectives and time schedules;
- Negotiates with and oversees performance of outside contractors;



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- Evaluates services, equipment, and supplies and writes specifications to procure appropriate materials and evaluates results;
- Responds to inquiries or complaints lodged by the public, tenants, ground transportation operators, or others;
- Trains employees in State statutes, City ordinances, and departmental rules and procedures;
- Plan and identify building needs for HVAC management systems;
- Write and review detailed specifications for contract items, i.e., equipment purchases or major maintenance work;
- Management Federal, State and Local policies and guidelines for refrigeration management systems (i.e., CFC, lockout-tagout, etc.);
- Conduct surveys to determine if City buildings are in compliance with HVAC requirements and recommend or take corrective action as required;
- Monitor and control crew overtime expenses;
- Write comprehensive reports and memos;
- Prepare preliminary budget estimates;
- Supervises and evaluates performance of Building Equipment area;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Modern heating, refrigeration, and allied equipment.
- Methods, practices, tools, and materials used in air conditioning, heating, and air handling operating, maintenance and repair work.
- Occupational hazards and necessary safety precautions applicable to building equipment installation, maintenance, and repair work.
- Plumbing, electricity, mechanics, sheet metal work, and water analysis and treatment as applied to the operation of heating and refrigeration equipment.
- Principles and practices of personnel management and supervision.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan for and act appropriately in emergency situations.



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- Perceive the full range of the color spectrum (example: working with electrical wires).
- Perform a broad range of supervisory responsibilities over others.
- Make accurate estimates of time and materials needed for installation and repair work.
- Understand and carry out oral and written instructions in the English language.
- Work cooperatively with other City employees, building occupants, and the general public.
- Remain in a standing position for extended periods of time.
- Climbs ladders or steps to reach objects.
- Walks over rough, uneven, or rocky surfaces.
- Communicate orally in the English language with customers, clients, or the public in face-to-face one-on-one settings, in group settings, using a telephone or mobile radio.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards.
- Comprehend and make inferences from written material.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Interpret blueprints and project layouts.
- Review or check the work product of others to ensure conformance to standards.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- 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.
Some positions may require combination plumbing, mechanical and gas fitter journeyman licensing by the end of the probation period.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of supervisory experience in the operation and maintenance of modern refrigeration and heating equipment management systems with one year experience supervising multiple HVAC crews. Other combinations of experience and education that meet the minimum requirements may be substituted



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