100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services	Properties & Facilities	Franklin

POSITION NUMBER 20005775

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Air Quality Technician Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005782 Administrative Officer 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 3:30 pm TO: Midnight Report in location subject to change.

JOB CODE TITLE: Air Quality Technician Supervisor

JOB CODE 52295

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Supervises Air Quality Technicians located at High Street Complex engaged in installation & maintenance of heating, cooling & ventilating equipment: supervises personnel as required to maintain life safety equipment & ensures code compliance; assigns work; develops & maintains work schedules; reviews work from subordinate workers; approves leave; administers or recommends discipline; maintains payroll for assigned personnel; develops cost estimates; assists in management of building renovations; makes recommendations regarding system requirements & changes for building & /or tenant improvement projects; communicates system status to required personnel; operates & supervises operation of automatic lighting control systems to maintain maximum cost efficiency; deals directly with building occupants to relay current repair status; ensures completion & proper recording of weekly, monthly, quarterly & annual Fire Pump & Emergency Generator testing; manages water treatment program for all applicable equipment; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to wear pager &/or carry cell phone.	Knowledge of: (1) air conditioning, heating & refrigeration technology. (2) supervisory principles & techniques; (3) policies & procedures as they relate to managing subordinates; (4) local federal & state HVAC, plumbing, electrical & fire codes;* (5) safety practices according to OSHA & PERRP standards; (6) computer programs & software required for performance of assigned duties; (7) inventory control; (8) blueprint reading & interpretation; (9) emergency generator testing maintenance & repair; (10) fire pump maintenance & testing;. (11) water testing & treatment. Skill in (12) HVAC maintenance, repair & installation; (13) pump & maintenance, repair & installation; (14) operation of hand & power tools to include torches & welders, leak detectors, gauges & electrical meters; (15) operation of personal computer associated hardware/software. Ability to (16) recognize unusual or threatening conditions & take appropriate action; (17) interpret & deliver a variety of instructions written, orally & in picture format using both technical & layman's terminology; (18) accomplish all required mathematical functions require to accomplish tasks; (19) maintain accurate records in written of computerized format & create reports, graphics &spreadsheets to memorialize & explain report contents; (20) work alone; (21) cooperate with co-workers on tasks; (22) train & motivate peers & subordinates to maintain peak performance from assigned personnel; (23) obtain & maintain valid driver's license. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
20005776 Air Quality Technician 2
20005778 Air Quality Technician 1
20005786 Air Quality Technician 1
20005787 Stationary Engineer 1

SIGNATURE OF AGENCY REPRESENTATIVE: Paul Howard

DATE: 4/7/11

Rpd 4.6.11

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services	Properties & Facilities	Franklin

POSITION NUMBER 20005775

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Air Quality Technician Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005782 Administrative Officer 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 3:30 pm TO: Midnight Report in location subject to change.

JOB CODE TITLE: Air Quality Technician Supervisor

JOB CODE: 52295

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Maintains a running inventory of all heating & cooling equipment at assigned location: maintains building inventory & P.M. control & recording software; manages all aspects of automated building management system; consults with contractors on equipment replacement; inspects & tests installed equipment for proper assembly of components & checks for needed repairs & compliance with technical orders, blue prints, schematics, specifications, handbooks & established procedures; ensures building life safety equipment is maintained, inspected & operating per local & federal codes as required.	Knowledge of 1, 2, 4*, 5, 6, 7, 8, 9 10, 11 Skill in 12, 13, 14. Ability to 16, 17, 18, 19, 20, 21, 22.
15	Repairs air conditioning, refrigeration & heating systems, replacing or repairing pumps, fans motors, thermostats, filters & welds: orders supplies, tools & part necessary for repairs; installs & operates cooling, refrigeration & heating units; works with other supervisors to ensure all building evolutions are scheduled to ensure maintenance is completed with minimal affect on tenant services & tenant comfort; occasionally receives direction from building operations manager; ensures personnel are cross trained for all DAS assets.	Knowledge of 1, 2, 4*, 5, 6, 7, 8, 9, 10, 11, 12. Skill in 13, 14. Ability to 16, 17, 18, 19, 20, 21, 22.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
20005776 Air Quality Technician 2
20005778 Air Quality Technician 1
20005786 Air Quality Technician 1
20005787 Stationary Engineer 1

SIGNATURE OF AGENCY REPRESENTATIVE: Randall Howard

DATE: 4.7.11

Appd 4.6.11