POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

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

POSITION NUMBER 20005777

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Air Quality Technician Supervisor - Front Street	20005756 Building Maintenance Superintendent 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: 7:00 am TO: 4:00 pm Report in location subject to change

JOB CODE TITLE
Air Quality Technician Supervisor

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Supervises 25 South Front Street A/C staff 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 variety of instructions in written, oral & in picture format using both technical & layman's terminology; (18) accomplish all required mathematical functions required to accomplish tasks; (19) maintain accurate records in written or computerized format & create reports, graphics & spreadsheets to memorialize & explain report contents; (20) work alone; (21) cooperate with co-workers on tasks; (22) obtain & maintain valid driver's license; (23) responds to systems emergency situations on 24X7 basis; (24) carry cell phone or wear pager. *developed after employment

JOB CODE 52295

List Position Numbers & Job Titles of Positions Directly Supervised:
20005757 Air Quality Technician 1
20005758 Air Quality Technician 1
20005762 Carpenter 1
20005770 Electrician 1
20005797 Carpenter 1
20074633 Air Quality Technician 1

SIGNATURE OF AGENCY REPRESENTATIVE: Randall Howard

DATE: 3-22-11

Appl 3-17-11

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

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

POSITION NUMBER 20005777

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Air Quality Technician Supervisor - Front Street	20005756 Building Maintenance Superintendent 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: 7:00 am TO:4:00 pm Report in location subject to change

JOB CODE TITLE
Air Quality Technician Supervisor

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Maintains 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, blueprints, 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 & parts 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 administrator; 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

This position has been designated as weather & disaster essential

*developed after employment

JOB CODE
52295

List Position Numbers & Job Titles of Positions Directly Supervised:
20005757 Air Quality Technician 1
20005758 Air Quality Technician 1
20005762 Carpenter 1
20005770 Electrician 1
20005797 Carpenter 1
20074633 Air Quality Technician 1

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Randall J. Howard	3.22.11

April 3.17.11 (aa)