

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### HEATING, VENTILATING, AND AIR CONDITIONING SUPERVISOR - 1511

##### DEFINITION:

Under direction, to plan and supervise the work of skilled Senior HVACR Technicians, HVACR Technicians, apprentices, and others engaged in heating, ventilating, and air conditioning work; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Plans, schedules, assigns, reviews, and participates in the work of subordinate staff and others in the installation, repair, and maintenance of heating, ventilating, and air conditioning equipment;
- Plans and designs heating, ventilating, and air conditioning installations;
- Inspects heating, ventilating, and air conditioning work under construction and upon completion to ensure compliance with specifications;
- Reviews plans and specifications to determine material needs;
- Orders supplies and materials;
- Prepares cost estimates;
- Plans and implements a heating, ventilating, and air conditioning preventative maintenance program;
- Enforces safety regulations;
- Keeps records and prepares reports;
- Trains and rates the work performance of subordinates.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a state-accredited four or five-year Heating, Ventilating, Air Conditioning, and Refrigeration (HVACR) Apprenticeship Program, **AND** two years of full-time journey-level experience performing skilled installation, maintenance, and repair work on heating, ventilating, and air conditioning systems; **OR** six years of full-time experience in all phases of work as a journey-level HVACR Technician. Qualifying experience must include installing, maintaining, and repairing heating, ventilating, and air conditioning systems; **OR** an equivalent combination of experience and apprenticeship training as specified above that equals six years. One year of supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees,

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

employee selection, training, evaluation, commendations, and discipline, OR test of Supervisory Ability (TSA) for City of San Diego employees Ability (TSA).