

**Are you ready to “*Find Yourself Here*”? At the top public library system in the Nation.**

CCPL is currently seeking a HVAC Supervisor here in Northeast Ohio.

**Review the summary of the job description below AND apply today: [6192694:Career Search \(saashr.com\)](https://6192694.careersearch.saashr.com)**

**Title: HVAC Supervisor**

Please note this position requires Mandatory on-call rotation for evening and weekends. This is a shared responsibility among the HVAC Team.

**GENERAL SUMMARY**

Under limited supervision, performs maintenance, service and repair work on heating, ventilation and air conditioning systems to ensure that all CCPL building HVAC systems operate efficiently and properly and provide a safe and comfortable environment for customers and employees. With direction and assignment from the supervisor, coordinates, organizes and oversees HVAC projects. Provides leadership in HVAC problems/issues that may impact opening/closing of a facility(ies). Visits branches monthly as assigned to assess needs. Assists in assignment of work orders and supervision of HVAC Mechanics.

**JOB REQUIREMENTS**

**Specific Knowledge, Skills, and Abilities required include:**

- Knowledge of HVAC maintenance and repair.
- Knowledge of governmental codes and regulations, OSHA laws and other fire and safety regulations and procedures.
- Knowledge of building automation software and systems.
- Knowledge of chemical compounds used in HVAC systems.
- Skill in analyzing, diagnosing and resolving mechanical issues.
- Ability to read and comprehend blueprints and electrical schematic drawings.
- Ability to operate hand and power tools, and utilize various meters, gauges and testing instruments.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Skills necessary to work courteously and effectively with other employees, vendors/suppliers, and the public.
- Ability to apply basic levels of English grammar, spelling, punctuation, and basic mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Ability to use a personal computer and job-related software or systems applicable to the essential functions of the job, which may include, but not be limited to email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems of software used by CCPL.
- Ability to recognize emergency situations and act accordingly.
- Ability to work under pressure.

## ESSENTIAL JOB FUNCTIONS

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Performs maintenance and diagnostic repair on interior and roof-top heating and cooling systems, including but not limited to boilers, heat pumps, rooftop units, energy recovery units, cooling towers, variable frequency drives, geothermal systems, chillers, pneumatic controls, and direct digital controls.
- Replaces and repairs compressors, motors, bearings, valves, circuit boards, electrical relays, and contactors. Recovers and installs refrigerant.
- Monitors, programs and adjusts building energy management systems through use of a laptop computer.
- Performs scheduled preventive maintenance and service on HVAC system equipment, such as changing filters and belts; lubrication of motors, pump and fan bearings; pressure washing of coils; evaluating pressures; running diagnostic tests; ensuring proper voltages and amps; calibrating and adjusting direct digital control equipment; testing and replacing treatment chemicals; and similar activities.
- Documents all work completed, and maintains preventive maintenance logs and service and repair records.
- Calibrates automated control systems for HVAC systems and lighting. Adjusts start and stop schedules, temperature set points, and fan controls for HVAC systems.
- Recognize and ability to respond to urgent and emergency situations.
- Determines repair and service parts needed, and orders as necessary.
- Provides departmental status updates to senior managers in the absence of direct supervisor.
- Communicates with branch managers and staff regarding heating and cooling problems and issues needing to be addressed. Communicates with vendors and suppliers regarding materials and parts needed. May communicate with or serve as liaison to outside engineers, contractors, or architects during building renovations or construction.
- Maintains inventory of heating, ventilation, air conditioning, and refrigeration parts and equipment (such as filters, belts, contactors, relays, fans, pumps, motors, compressors, valves, transformers, and pneumatic controls). Orders materials and parts as necessary.
- Maintains documentation and records (paper and electronic) regarding maintenance, repair, inventory, and other items necessary to remain in compliance with regulations and laws.
- Monitors library electrical power system and diagnoses electrical problems.
- In the absence of the direct supervisor, organizes work priorities in consultation with department assistant.

### **Summary Minimum Education & Experience Required**

- High school diploma (or GED) and completion of apprenticeship, vocational training program, or Associate's degree in HVAC repair or a related subject.
- At least four years of commercial or industrial HVAC repair/maintenance experience.
- Preferred: Relevant certifications from North American Technicians Excellence (NATE), Environmental Protection Agency (EPA), or equivalent nationally recognized entity.

### **OTHER TESTING/LICENSES REQUIRED**

- Due to the physical exertion required to perform the essential duties of this job, the decision to hire is contingent on job candidate passing a pre-employment medical exam through a medical provider contracted by the library.
- License: A valid driver's license is required to operate library owned vehicles and a clean driving record must be maintained at all times.
- A criminal background check is required, and pre-employment drug screening.
- An EPA Universal Refrigerant Usage license is required.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Worker is subject to emergency callbacks.
- Frequent or prolonged exposure to significant levels of temperature, air pollution, noise, vibration, chemicals, gases, heights and/or moving parts.
- Work requires extensive physical exertion such as lifting of very heavy objects (not more than 70 pounds without assistance), deep bending, climbing steps and step ladders and/or assuming awkward positions.