

### JOB DESCRIPTION

<b>POSITION TITLE:</b> HVAC Foreman, DDC and Scheduling	<b>JOB CODE:</b> 456A (TRS Eligible)
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Operational Employees
<b>REPORTS TO:</b> Supervisor, Maintenance Services	<b>PAY GRADE:</b> Rank A (W01) Plus Foreman Supplement
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
<b>PRIMARY FUNCTION:</b> Oversees all aspects of the DDC Systems District wide.	
<b>REVISED DATE(S):</b> 10/23	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma/HSE required
2.	Certification/License Required: GA Unrestricted HVAC Warm Air/Nate/Ga Low Voltage Master. Others with the appropriate technical training and experience will be considered.
3.	Experience: 5 years in the Direct Digital Controls (DDC)/Low Voltage Field
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Provides supervision and technical support to the other members of the HVAC and Electrical department's staff in reconciling on-going issues that are control related.
3.	Plans and implements senior management's approved summer and winter heat and air conditioning schedules, as well as temperature ranges, for all CCSD facilities utilizing the Automated Energy Management System.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Closely monitors and plans in partnership with the schools and other departments to maximize energy efficiency and reduce CCSD's utility costs.
6.	Manages and repairs all the Automated Energy Management System components and software within CCSD facilities.
7.	Implements one-time and on-going modifications to CCSD's energy management schedules as requested by its facilities and approved by Senior Management.
8.	Responds to both written and verbal correspondence pertaining to all queries or issues regarding CCSD's Automated Energy Management System.
9.	Develops energy management strategies for new schools, additions, and renovations.
10.	Displays knowledge, confidence, and initiative to install and maintain a large, very diverse, as well as complicated low voltage and energy management systems.
11.	Assists other departments in solving problems as they relate to the Automated Energy Management System.
12.	Develops and maintains the spare parts inventory for CCSD's Automated Energy Management System to ensure minimal system downtime.
13.	Makes recommendations to the HVAC Supervisor on all facets of CCSD's energy management and utility conservation.
14.	Research new Automated Energy Management technology and makes proposals to the HVAC Supervisor regarding any new technologies or processes that might improve system efficiency or lower operating costs.
15.	Exhibits the capability of not only quickly learning new energy management software and hardware but must also be able to provide instruction to CCSD's HVAC team about upcoming system architecture.

16.	Research current methods, codes, safety procedures and materials within the HVAC and environmental controls industry.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_