

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6215

TITLE: SENIOR MECHANICAL SYSTEMS SUPERVISOR

GRADE: S-23

DEFINITION:

Under direction plans, coordinates and directs the accomplishment of air conditioning, heating and refrigeration maintenance and repair operations carried out by two or more supervisors and a large group of subordinate employees; and performs related work as required.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Serves as senior supervisor over a wide variety of maintenance and repair operations on commercial and domestic (1) window, single zone and multizone roof top units and central air conditioning equipment and systems, (2) gas and oil fired hot water and steam boilers and related piping systems for water, steam and fuel oil, (3) various items of refrigeration equipment, (4) solar systems and (5) electric and pneumatic controls;

Directs the accomplishment of assigned work within the limits of policies established by management officials, and general oral and written instructions and guidelines provided by superiors;

Plans and schedules work considering nature of activities involved, workload, and availability of manpower and equipment and work projects for which responsible;

Organizes, coordinates and directs activities of the units supervised;

Sets priorities, deadlines and sequence of work operations;

Obtains work permits and inspections;

Explains operations and requirements to subordinate supervisors;

Spot checks operations in progress and/or upon completion to insure that established policies, plans, methods and procedures are followed and that work is carried out in an effective, and economical manner;

Provides information and advice to supervisors on status of work activities, availability of parts and materials;

Ability to accomplish work as scheduled, cost estimates, etc.;

Evaluates work performance of subordinate supervisors and reviews evaluations;

Acts on operational, personnel and other problems;

Schedules and approves leave;

Assures that appropriate records are kept and reported as required;

Promotes and administers management programs such as safety, training and cross-training, cost control or reduction, and review and improvement of work methods;

Studies continuing problems and takes or recommends necessary corrective actions;

Provides continuing information on budget needs for new and replacement requirement.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Broad knowledge of procedures, techniques, materials, equipment and tools involved in a wide variety of installation, maintenance and repair activities;
Knowledge of local, state and national codes;
Ability to plan, organize, direct and provide technical assistance to a large group of trades employees through subordinate supervisors;
Ability to make independent judgments and decisions within established policies and to interpret policies to subordinate supervisors;
Ability to determine training needs and to develop and implement programs to meet needs;
Ability to promote and administer safety and other management programs;
Ability to read and interpret work orders, diagrams, sketches, blueprints and manufacturers' manuals;
Ability to estimate costs of work performed;
Ability to communicate effectively both orally and in writing;
Ability to keep accurate records and prepare reports;
Ability to maintain good inter-personal relationships;
Physical ability necessary to carry out requirements of the work.

EMPLOYMENT STANDARDS:

Any combination education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education, PLUS six years of experience in installation, maintenance and repair work regarding mechanical systems;
PLUS one year of experience at the supervisory level OR completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a Master HVAC license and possession of a valid state motor vehicle operator's license.

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