



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

**JOB POSTING NUMBER: P0909101  
REPOSTED**

### **JOB ANNOUNCEMENT**

#### **MAINTENANCE OPERATIONS MANAGER – HVAC**

#### **(Heating, Ventilating and Air Conditioning)**

#### **Maintenance Department**

**Closing Date: Open Until Filled**

**\*\*\*Those who have previously applied will remain under consideration\*\*\***

#### **JOB DESCRIPTION**

Manage personnel, equipment, resources and evaluate the budgetary needs associated with the HVAC shop. Act as a resource and provide technical support in the planning and implementation of projects and daily activities. Evaluate and make recommendations to the director of maintenance concerning the hiring, promotion and discipline of personnel.

#### **EDUCATION/CERTIFICATION REQUIREMENTS**

- High school graduate or approved equivalent.
- Valid Texas Drivers License with a driving record insurable by the NISD carrier.
- Associates or higher degree in mechanical engineering or HVAC technology preferred.
- Computer literacy required with aptitude to develop additional skills.
- Universal CFC Certification required.
- Class "A" State Master's License required.
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

#### **SKILLS AND EXPERIENCE**

- Minimum of eight (8) years of work directly related to HVAC activities, including at least four (4) years of successful managerial and supervisory experience in a large maintenance or construction environment.
- Ability to read and write English.
- Ability to perform required mathematical computations.
- Knowledgeable in the trouble shooting and repair of the following types of equipment and systems: a) residential type A/C equipment; b) commercial type package units; c) chilled water systems; d) reciprocating compressors up to 100 tons or larger; e) centrifugal compressors using low pressure refrigerants; f) electrical controls; g) pneumatic controls; h) air compressors; i) electronic energy management control (DDC) systems; and j) water treatment for closed loops and cooling towers.
- Must be able to respond to emergency situations in an organized manner and establish normal operations in a minimal amount of time.
- Skilled in reading, interpreting and applying the Uniform Mechanical Code, Engineered Drawings and knowledgeable of permitting requirements and processes.

#### **DUTIES AND RESPONSIBILITIES**

1. Responsible to the Director of Maintenance for the safe, efficient, and effective HVAC maintenance including daily operations of the Energy Management Systems of all Northside School District facilities and support of other Maintenance shops.
2. Responsible for coordinating maintenance, new work, vandalism repairs, and assigned personnel as follows: a.) training, b.) inventory control, c.) prepare yearly shop budget requests, d.) evaluation and counseling of assigned staff, e.) assign staff duties and responsibilities, f.) create and assign work orders, g.) review completed work orders, daily log sheets, invoices and inventory usage logs, h.) provide technical support, i.) provide status reports on all projects as related to the HVAC shop, j.) respond to emergency situations in an organized manner to restore normal operations in a minimum time frame.
3. Perform other duties as assigned.
4. Must be able to work and cooperate with other departments within the District.

#### **PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

Lifting 1-75 pounds, climbing ladders, working at high heights, in small spaces and under buildings, able to distinguish colors, working inside and out in all weather conditions, prolonged walking, kneeling, and bending; safely performs work with hazardous chemicals and other materials. Other physical requirements can be obtained from job description.

#### **TERMS OF EMPLOYMENT**

**SALARY:** \$43,490 - \$54,799    **PAY GRADE:** B30    **WORK DAYS:** 236    **TYPE OF ASSIGNMENT:** Full-Time, Exempt

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at [www.nisd.net/hr](http://www.nisd.net/hr), and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department  
5617 Grissom Road  
San Antonio, Texas 78238  
(210) 397-8600

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**PCN: P6M0M150 00003**

*Northside ISD is an Equal Opportunity Employer*