

Number of positions: 1

**Job Position:** HVAC Shop Supervisor

**Rate of Pay:** DOE

**Shift:** As Assigned

**Location:** NAS Pensacola and surrounding bases, including Corry Station and Saufley Field

**Opening Date:** Immediately

**Reports to:** Project Manager

**Census Code:** 620

**2000 SOC Equivalent:** 47-1011

**Basic Qualifications:**

**Experience:** This position requires a minimum of 10 years progressively responsible HVAC experience, at least 4 of which must be in a supervisory capacity. Electrical skills include up to 480V three phase AC/DC circuit and advanced troubleshooting skills required. Knowledge of closed loop chilled and hot water system chemical treatment is required. Individual is required to demonstrate his/her ability to lift and or carry equipment weighing up to 50 pounds for at least 30 feet. Intermediate knowledge of DDC operations required, specialization required with controls strategy, sequencing and troubleshooting. 5 years experience required in the maintenance and repair of controllers, variable frequency drives, sequencing and A/C associated electronics systems/components. Must have an intermediate knowledge of MS Word & Excel software.

**Education Requirements:** High School diploma or equivalent is required High school diploma and documented additional training related to supply function.

**Licenses and Certifications Requirements:** State of Florida Class "E" driver's license or equivalent is required. EPA Refrigerant "Universal" Certification required. Forklift certification required or become certified within 30 days of the hire date required.

**Position Description:** As supervisor of the HVAC department, the incumbent provides daily administrative and technical management over a staff of personnel who perform service calls, corrective actions and preventative maintenance functions in support of the NAS Pensacola BOSS contract. Responsibilities include but are not limited to the following:

**Job Description:**

- Supervises all HVAC personnel; duties include planning, scheduling, organizing and directing work, training personnel, and recommending applicants for discipline, termination or retention.
- Enforces safety regulations.
- Orders and purchases tools, equipment and supplies as required
- Insures proper equipment and supplies are available in the warehouse to complete various jobs.
- Monitors jobs to insure quality and compliance with job standards.
- Estimates costs of various jobs
- Coordinates activities with other trades areas, project manager or outside contractors.
- Recommends improvements, changes or new techniques and procedures.
- Maintains records of jobs performed, departmental charge codes and hours worked by employees.
- Reads complex blueprints and electronic diagrams.
- Maintains plans, records and files regarding heating, ventilating and air conditioning systems.
- Supervises the preventive maintenance program for all heating and ventilating systems.
- Performs duties of an HVAC technician when necessary.
- Ensures that all Emergency, Priority and Routine Service calls are completed on time and that the Technicians complete them in the highest quality of workmanship and craftsmanship.
- Projects when and how many filters to order on a quarterly basis

- Maintains an inventory of different sized stored filters in a warehouse
- Responsible for all inspections, cleanliness, and area up-keep of Hazmat Areas.
- Manages Refrigerant Recovery Program involving the usage and availability of refrigerant,
- Submits reports quarterly involving disposition and usage of refrigerant to the Government and other agencies.
- Reviews and updates Safety Task Assignments, Safety Job Analysis and Job Hazard Analysis regularly
- Performs design review of HVAC mechanical systems and drawings
- Reviews and analyzes Test and Balance data for correct check/set points.
- Coordinates with Facilities Maintenance Division on all outside sub-contractor work involving major repairs and overhauls of HVAC equipment.
- Supervises the repairs of different types of HVAC systems and associated equipment
- Supervises the maintenance on air cooled, reciprocating, rotary, and centrifugal chillers up to 1300 tons and associated cooling towers
- Makes decisions/recommendations on location of temporary chiller units and ensures that they are properly connected/disconnected to a variety of facilities.
- Oversees the modification, altered, or substitute components and elements of the HVAC system in order to meet the specified pressure-temperature characteristics.
- Researches and acquire needed plans, blueprints, materials, and tools needed to perform assigned work.
- Schedules/communicates utility and/or equipment outages to affected agencies.
- Answers job related technical inquiries from customers.
- Recommends or initiates action involving promotions, transfers, disciplinary action and motivation of employees
- Coordinates any related subcontract work with all appropriate parties, including the Company's Contracts Manager
- Performs Quality Control inspections on work in progress and/or completed work
- Ensures compliance with contractual requirements
- Complies with all OSHA safety regulations and adhere to proper codes and standards
- Ensures use of Safety Data Sheets by employees to identify chemical characteristics
- Ensures completion of Work Orders and Time Cards daily and accurately.
- Signs and checks for completeness/accuracy multiple documents daily including timecards, material requisitions, etc
- Work also involves other duties as assigned, including compliance with the provisions of the Collective Bargaining Agreement (CBA) and the Employee Handbook

**Physical Effort:**

May assist craftsmen working in cramped and inconvenient surroundings requiring manipulation of equipment in awkward positions for prolonged periods. Work requires standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Must be able to ascend and descend on ladders of various heights.

**Working Conditions:**

Will supervise 20-25 (CBA) personnel on three Naval installations. Work is typically performed at job sites with periods in an adequately lighted and climate controlled office. The work involves risks and observance of safety precaution typical of an outside working environment. Will manage multiple tasks or projects. Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Work requires high level of interpersonal skills to handle sensitive and confidential situations. Some after-hours duty required and may be called in to work after-hour emergency situations. Company cell phone provided.

*External applicants need to submit a resume/application and a Race-Gender Self-ID form through the Escarosa Career Center, 3670 – North “L” Street, Pensacola, FL 32505.*

Incomplete applications will not be accepted

Benefits include: Dental /Health Insurance, 401K / Retirement Plan, Holidays, and Paid Time Off

Fluor is an equal opportunity employer that recognizes the value of a diverse workforce. All qualified individuals will receive consideration for employment without regard to race, color, age, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, genetic information, or any other criteria protected by federal, state or local law.

Drug test/background check required