

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: HVAC Foreman

CLASS CODE: 3418

GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise and participate in installation, repair, maintenance and operation of heating, ventilating and air conditioning (HVAC) and refrigeration equipment and systems within city buildings and facilities.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level trade classification in the Maintenance Series– General Maintenance Group job family within the City of St. Louis. Incumbents within this classification perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility to supervise and perform HVAC and refrigeration equipment and systems installation, maintenance, operation and repair duties.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Repairs, maintains and installs HVAC and refrigeration systems and equipment.

Completes time sheets and work activity logs.

Isolates and secures hazardous materials.

May order parts, supplies and materials.

Ensures compliance with work safety regulations.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train employees. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as leak detection equipment, volt/ohm meter, common hand and power tools, sheet metal tools, cutting torch, HVAC equipment controls, and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as purchase orders, work orders, time sheets, work logs, employee leave requests, discipline reports, work safety

regulations, EPA regulations, material safety data sheets, diagrams, schematics, technical operating manuals, procedures and guidelines.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; calculate surface area and volume; may require the ability to perform mathematical operations involving basic algebra and geometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, electric currents, toxic/poisonous agents

Physical Requirements:

Requires the ability to lift, push and pull objects weighing over one hundred pounds such as HVAC and refrigeration equipment.

Requires the ability to stoop, crouch, climb, balance, bend and twist to install HVAC and refrigeration equipment.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of shapes, sounds and odors associated with job-related objects, materials and tasks. Incumbents are required to recognize and identify odors to detect chemical leaks, and sounds to detect equipment malfunctions. Requires the ability to distinguish object clearly at close and far range.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.