



<b>Job Title</b>	Manager, Building HVAC	<b>Job Code</b>	FS0921
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	20
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	0
		<b>Subfamily</b>	Skilled Trades

**Job Family & Subfamily Summary**

**Facilities Professionals** plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Skilled Trades Professionals** perform a variety of duties/repairs requiring specific skills, abilities and appropriate licensing. Includes carpentry work, painting, equipment repair, electrical, plumbing, and HVAC repair.

**Job Summary**

Supervises and may perform re-commissioning, testing/adjusting/balancing (TAB), and troubleshooting of building automation systems and supporting energy audits.

**Representative Duties**

**1. Supervision**

- Supervises TAB activities to support energy audits, commissioning, and control of retrofit projects
- Executes re-commissioning activities including verification and validation of sensors, valves, and the operation of HVAC equipment
- Trains and mentors other team members

**2. Administrative Duties**

- Manages and oversees third-party contractors with re-commissioning, energy audits, and TAB activities
- Maintains proper documentation for all work performed and calibration of equipment

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
4+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.