

Honorable Chair and Members
of the City Council
City Hall
Torrance, CA

SUBJECT: HR - Approve the Revised and Re-titled Class Specification for Air Conditioning Heating and Electrical Supervisor

EXPENDITURE: None - There is no cost to change to the class specification.

RECOMMENDATION

The Human Resources Manager and the Civil Service Commission recommends that your Honorable Body approve the revised and re-titled class specification for Air Conditioning, Heating and Electrical Supervisor.

FUNDING: None – this is for the approval of the class specification only.

BACKGROUND

The Air Conditioning Heating Supervisor retired in August 2012 and there is a corresponding need to conduct a Civil Service Examination. The General Services Director requested that the class specification be reviewed to ensure it accurately reflected the position prior to conducting the examination.

The City has met and conferred with the Torrance Professional and Supervisory Association (TPSA) who concurs in the recommendation before your Honorable Body. The re-titled and revised class specification is submitted for your review and approval.

ANALYSIS

The class specification for Air Conditioning and Heating Supervisor was last revised in 1986 and required a title change and revision to reflect the current duties and responsibilities. Several years ago a restructuring in the Facilities Services Division was implemented that moved the supervision of the Electricians to the Air Conditioning and Heating Supervisor. The title and several sections of the class specification have been modified to accurately reflect the updated the class specification.

The title was changed from Air Conditioning and Heating Supervisor to Air Conditioning, Heating and Electrical Supervisor to reflect the full range of duties performed.

The **Supervision Exercised/Received** section was added to reflect reporting relationships for the classification.

The **Examples of Duties** section was modified to reflect the Essential Duties for all assignments. Duties performed

The **Examples of Other Duties** section was added to reflect the full range of duties performed by this classification.

Several statements were added to the **Qualification Guidelines** section that reflect the Knowledge and Abilities required to perform the job duties of the position.

The **Licenses and Certifications** section was modified to reflect current requirements such as:

Possess and maintain a valid California Class C Drivers' License.
 Possession of a valid EPA Section 608 Universal Technician Certification from an approved U.S. Environmental Protection Agency Technician Certification Program.

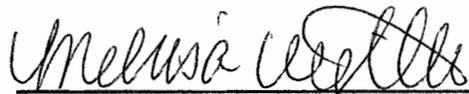
The **Experience and Education Section** was revised to more accurately describe the required experience and certification for the position as follows:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Seven years of journey level experience in commercial heating and air conditioning system maintenance and repair that included at least two years of supervisory experience. An Associates Degree in HVAC Technology or completion of a refrigeration/heating apprentice training program may be substituted for two years of the required journey level experience.

The **Special Requirements** and **Career Ladder** Sections were also added. The Special Requirements section reflects the physical requirements of the classification. The Career Ladder Information provides information about career movement for the classification.

Respectfully submitted,
 CIVIL SERVICE COMMISSION



 Melissa Wright, Chair



 Melody P. Lawrence
 Human Resources Manager

NOTED:



 LeRoy J. Jackson
 City Manager

Attachments: Civil Service Commission Item re: Class Specification October 22, 2012

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

**SUBJECT: Approve the Revised and Re-titled Class Specification for
Air Conditioning Heating and Electrical Supervisor**

RECOMMENDATION

The Human Resources Manager recommends that your Honorable Body approve the revised and re-titled class specification for Air Conditioning, Heating and Electrical Supervisor and forward it to the City Council for approval.

BACKGROUND

The Air Conditioning Heating Supervisor retired in August 2012 and there is a corresponding need to conduct a Civil Service Examination. The General Services Director requested that the class specification be reviewed to ensure it accurately reflected the position prior to conducting the examination.

The proposed class specification is submitted for your review and approval. The City has met and conferred with the Torrance Professional and Supervisory Association (TPSA) who concurs in the recommendation before your Honorable Body.

ANALYSIS

The class specification for Air Conditioning and Heating Supervisor was last revised in 1986 and required a title change and revision to reflect the current duties and responsibilities. Several years ago a restructuring in the Facilities Services Division was implemented that moved the supervision of the Electricians to the Air Conditioning and Heating Supervisor. The title and several sections of the class specification have been modified to accurately reflect the updated the class specification.

The title was changed from Air Conditioning and Heating Supervisor to Air Conditioning, Heating and Electrical Supervisor to reflect the full range of duties performed.

The **Supervision Exercised/Received** section was added to reflect reporting relationships for the classification.

The **Examples of Duties** section was modified to reflect the Essential Duties for all assignments. Duties performed when assigned to the specific assignment areas were added such as:

- Plans, schedules, assigns, monitors and evaluates the work of employees engaged in all phases of installation, repair, and maintenance of commercial heating, air conditioning and facility electrical systems including their associated components;
- Coordinates the preparation of HVAC and electrical specifications and schematics of heating, filtration, circulation, refrigeration equipment and electrical components to increase energy efficiency and standardize heating and air conditioning systems in all City facilities;
- Analyzes air conditioning and heating systems to determine source and solutions of system problems;
- Inspects, tests, adjusts, repairs, installs, and services all types of refrigeration and heating equipment;

- Prepares periodic and special reports and makes recommendations to division manager.
- Maintains positive customer relations and successfully resolves complaints and issues.
- Remain current on and enforce applicable safety and regulatory rules including CAL-OSHA, AQMD and other pertinent local, state and federal regulations and guidelines; participate in City and department safety programs and committees.
- Use a computer to access Direct Digital Control (DDC) and Computerized Maintenance Management System (CMMS) software in order to maintain and operate facilities and equipment.

The **Examples of Other Duties** section was added to reflect the full range of duties performed by this classification.

Several statements were added to the **Qualification Guidelines** section that reflect the Knowledge and Abilities required to perform the job duties of the position such as:

Knowledge of:

- Direct Digital Controls as they apply to HVAC and/or building systems
- Electrical motors related to HVAC systems up to and including 480 volt – 3 phase.
- Applicable National, State and Local Building, Mechanical, Plumbing, Electrical and Fire Codes as they apply to HVAC and Electrical work within City facilities
- Safe work practices, procedures and regulations.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- Public relations and customer service techniques, including telephone etiquette.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to:

- Read and interpret building plans, drawings, specifications, blueprints, and schematics
- Deal constructively with conflict and develop effective resolutions;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Establish and maintain effective working relationships within the department, other departments, contractors, vendors and the general public.
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Learn and utilize new skills and information to improve job performance and efficiency.

The **Licenses and Certifications** section was modified to reflect current requirements such as:

Possess and maintain a valid California Class C Drivers' License.

Possession of a valid EPA Section 608 Universal Technician Certification from an approved U.S. Environmental Protection Agency Technician Certification Program.

The **Experience and Education Section** was revised to more accurately describe the required experience and certification for the position as follows:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Seven years of journey level experience in commercial heating and air conditioning system maintenance and repair that included at least two years of supervisory experience. An Associates

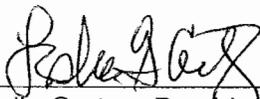
Degree in HVAC Technology or completion of a refrigeration/heating apprentice training program may be substituted for two years of the required journey level experience.

The **Special Requirements** and **Career Ladder** Sections were also added. The Special Requirements section reflects the physical requirements of the classification. The Career Ladder Information provides information about career movement for the classification.

Respectfully submitted,

By 
Melody P. Lawrence
Human Resources Manager

CONCUR:



Leslie Cortez, President
Torrance Professional and Supervisory Association

NOTED:



Laura Lohnes
Civil Service Manager

Attachments:

- A. Proposed Class Specification for Air Conditioning, Heating and Electrical Supervisor
- B. Existing Class Specification for Air Conditioning and Heating Supervisor

AIR CONDITIONING/HEATING SUPERVISOR**DEFINITION**

Under supervision plans, organizes and directs the work of employees engaged in all phases of installation, maintenance and repair of heating and air conditioning systems to insure comfortable environmental conditions in all City facilities; oversees work of vendors and does related work as required.

DISTINGUISHING CHARACTERISTICS

Distinguished from General Services Director in that the incumbent is not responsible for managing the General Services Department. Distinguished from Air Conditioning/Heating Technician in that the Technician is not responsible for organizing, inspecting, and evaluating work performed by others. Distinguished from Building Maintenance Supervisor in that the incumbent is not responsible for planning and supervising the work of crews engaged in all phases of construction, alteration and repair of City structures and equipment other than air conditioning and heating systems.

EXAMPLE OF DUTIES

- Plans, schedules, assigns, monitors and evaluates the work of employees engaged in all Phases of installation, repair, and maintenance of heating and air conditioning systems including mechanical and electrical components;
- Designs specifications and schematics of heating, filtration, circulation, refrigeration equipment and electrical components to increase energy efficiency and standardize heating and air conditioning systems in all city facilities;
- Analyzes air conditioning and heating systems to determine source and solutions of system problems;
- Identifies, selects and may purchase materials and parts required to maintain, replace and improve the heating and air conditioning systems;
- Assists in developing bid specifications and coordinates bidding process with vendors;
- Insures compliance with contract specifications by inspecting the work of vendors;
- Monitors heating, air conditioning, and aquatic circulation and filtration systems to locate and repair defective parts by using various testing devices;
- Inspects, tests, adjusts, repairs, installs, and services all types of refrigeration and heating equipment and electrical components;
- Prepares employee performance evaluations, recommends employee discipline, and insures that employees are properly trained to perform their duties safely and effectively;
- Prepares periodic and special reports and makes recommendations to department head.

MINIMUM QUALIFICATIONS**Knowledge of:**

Complex air conditioning heating, ventilation systems and component parts;
Standard methods, equipment, parts and materials used to inspect, test, maintain, repair, upgrade and install complex air conditioning, heating and ventilating systems;
Sections of "Uniform Mechanical Code" as published by the International Conference of Building Officials that relate to air conditioning/heating functions;
Energy management techniques;
Principles and practices of supervision.

Ability to:

Plan and layout a comprehensive work program;
Determine the air conditioning, heating, and ventilation needs of City buildings;
Estimate material, labor, equipment, part and tool costs pertaining to air conditioning and heating projects;
Efficiently utilize energy management techniques;
Sketch working drawings and schematics;
Interpret building plans, specifications, blueprints, and schematics;
Analyze air conditioning and heating systems to determine source and solutions to problems.
Prepare routine oral and written reports;
Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling and disciplining staff;
Establish and maintain effective working relationships within the department, with other departments and with vendors.

LICENSE REQUIRED

A valid California Class III Drivers' License.

EXPERIENCE

Five years of journey level experience in heating and air conditioning system installation, maintenance and repair, to include two years of supervisory experience; completion of a refrigeration/heating apprentice training program may be substituted for two years of the required experience.

EDUCATION

No specific minimum required.

AIR CONDITIONING/HEATING and ELECTRICAL SUPERVISOR

DEFINITION

Under direction, plans, organizes and directs the work of employees engaged in all phases of installation, maintenance and repair of heating, air conditioning (HVAC) and facility electrical systems to insure all are functioning properly in all City facilities; oversees work of contractors; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Distinguished from Facility Services Manager in that the incumbent is not responsible for managing the entire Facility Services Division. Distinguished from Air Conditioning/Heating Technicians and Electricians in that the Technicians and Electricians are not responsible for organizing, inspecting, and evaluating work performed by others.

SUPERVISION EXERCISED/RECEIVED

Receives direction from Facilities Services Manager; and provides direction to Air Conditioning/Heating Technicians and Electricians.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however, they are not all-inclusive.

- Plans, schedules, assigns, monitors and evaluates the work of employees engaged in all phases of installation, repair, and maintenance of commercial heating, air conditioning and facility electrical systems including their associated components;
- Coordinates the preparation of HVAC and electrical specifications and schematics of heating, filtration, circulation, refrigeration equipment and electrical components to increase energy efficiency and standardize heating and air conditioning systems in all City facilities;
- Analyzes air conditioning and heating systems to determine source and solutions of system problems;
- Identifies, selects and may purchase materials and parts required to maintain, replace and improve the heating and air conditioning systems;
- Assists in developing bid specifications and coordinates bidding process with vendors;
- Insures compliance with contract specifications by inspecting the work of vendors; monitors heating, air conditioning, electrical, and aquatic circulation and filtration systems to locate and repair defective parts by using various testing devices;
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Inspects, tests, adjusts, repairs, installs, and services all types of refrigeration and heating equipment;
- Prepares periodic and special reports and makes recommendations to division manager.
- Maintains positive customer relations and successfully resolves complaints and issues.
- Supervises staff which includes instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees and implementing employee discipline.
- Determines section training needs, develops, implements and coordinates training programs for assigned personnel and oversees training of new staff to ensure staff performs their duties safely and effectively;

- Remain current on and enforce applicable safety and regulatory rules including CAL-OSHA, AQMD and other pertinent local, state and federal regulations and guidelines; participate in City and department safety programs and committees.
- Use a computer to access Direct Digital Control (DDC) and Computerized Maintenance Management System (CMMS) software in order to maintain and operate facilities and equipment.

EXAMPLES OF OTHER DUTIES

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Participates in the development of related goals, objectives, policies, and procedures;
- Establish schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Coordinate activities with those of other divisions and outside agencies and organizations; provide staff assistance to management staff; prepare and present staff reports and other necessary correspondence.
- Serves on boards, teams and committees as assigned.
- May represent the division and/or department at public meetings, etc., as required.
- Performs other related duties.

QUALIFICATION GUIDELINES

Knowledge of:

Complex commercial and industrial HVAC systems and component parts

Building electrical systems and component parts

Electrical motors related to HVAC systems up to and including 480 volt – 3 phase.

Direct Digital Controls as they apply to HVAC and/or building systems

Standard methods, equipment, parts and materials used to inspect, test, maintain, repair, upgrade and install commercial and industrial HVAC systems;

Applicable National, State and Local Building, Mechanical, Plumbing, Electrical and Fire Codes as they apply to HVAC and Electrical work within City facilities

Energy management techniques

Safe work practices, procedures and regulations.

Principles of supervision, training and employee relations.

Basic English, grammar, spelling, punctuation, vocabulary and arithmetic.

City codes and ordinances, and administrative rules and regulations affecting departmental operations.

Public relations and customer service techniques, including telephone etiquette.

City and Department Mission including strategic goals and objectives.

General City operations.

Ability to:

Plan and layout a comprehensive work program

Determine the air conditioning, heating, ventilation and electrical needs of City buildings

Estimate material, labor, equipment, part and tool costs pertaining to HVAC and electrical projects

Efficiently utilize energy management techniques

Read and interpret building plans, drawings, specifications, blueprints, and schematics

Analyze air conditioning and heating systems to determine source and solutions to problems.

Prepare routine oral and written reports

Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling and disciplining staff
Deal constructively with conflict and develop effective resolutions;
Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
Establish and maintain effective working relationships within the department, other departments, contractors, vendors and the general public.
Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
Learn and utilize new skills and information to improve job performance and efficiency.

LICENSE REQUIRED

Possess and maintain a valid California Class C Drivers' License.

Possession of a valid EPA Section 608 Universal Technician Certification from an approved U.S. Environmental Protection Agency Technician Certification Program.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Seven years of journey level experience in commercial heating and air conditioning system maintenance and repair that included at least two years of supervisory experience. An Associates Degree in HVAC Technology or completion of a refrigeration/heating apprentice training program may be substituted for two years of the required journey level experience.

SPECIAL REQUIREMENTS

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 50 pounds. Requires the ability to climb ladders of various heights. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. Work is regularly performed outside in seasonal climate and weather conditions. May be required to work in inclement weather without effective protection from sun, cold, and rain. May be required to work within enclosed spaces or at heights above ground level.

Frequent overtime work may be required.

CAREER LADDER INFORMATION

Experience gained in this classification in addition to training, coursework and required certifications may serve to meet the minimum requirements for promotion to Facilities Services Manager.