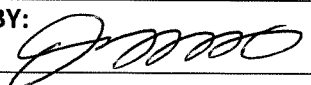
		<b>JUDICIARY OF GUAM</b>	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: <b>FACILITIES MAINTENANCE HVAC LEADER</b>		EFFECTIVE DATE: October 2017	
PAY GRADE:  <b>L</b>	TOTAL HAY EVALUATION POINTS:  <b>323</b>	POSITION STATUS:  [ X ] Classified [ ] Unclassified [ X ] FT [ ] PT	
FLSA CATEGORY: [X] Exempt [ ] Non-Exempt		EEO CATEGORY: SERVICE/MAINTENANCE	
REPORTS TO: Facilities Maintenance Supervisor		APPROVED BY: 	

**NATURE OF WORK:**

This position provides skilled heating, ventilation, and air conditioning (hvac) work to maintain judicial branch facilities. This includes installation, repairs, maintenance of hvac systems, controls, and accessories. Leads less skilled workers on assigned hvac maintenance tasks.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Prepares plans, details, specifications, and cost estimates in such specialties as heating; ventilating; air conditioning; and general piping systems for noncomplex projects or those of limited hvac scope.

Inspects, analyzes, and assists in the determination of the hvac repair work needed.

Develops effective work plans.

Tests and inspects hvac systems and components for conformance to established codes and standards.

Locates and repairs leaks, cuts and bends pipes, threads assemblies, repairs compressor and condenser units, controls and switches.

Estimates amounts of material and types of equipment needed for various types of hvac work, and lays out the work.

Monitors system controls and devices, adjusts air flow, and operating units to ensure sufficient cooling.

Serves as a lead for lower level staff and performs the work involved in maintaining and repairing hvac system components and equipment; installing new systems, controls, and system programming.

Prepares suitable reports, and keeps needed records.

Uses various types of electronic and/or manual recording and information systems used by the Judiciary.

Prepares, staffs, and oversees facility emergency preparedness preparations and post event evaluations to ensure the safety and protection of Judiciary staff, buildings and equipment.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of local HVAC codes.

Knowledge of the problems, procedures, and methods used in inspecting, analyzing, and determining hvac work to be performed.

Ability to read, interpret, and work directly from sketches, drawings, and piping diagrams.

Ability to establish and maintain suitable records and files.

Ability to analyze hvac problems.

Ability to use dedicated hvac computer control system to manage and monitor hvac systems.

Ability to organize assigned work and develop effective work methods.

Ability to give suitable assignments and instructions.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate sufficiently to perform the duties of this position.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

Graduation from high school or GED equivalent; plus three (3) years progressively responsible work experience in the installation, alteration, and maintenance of hvac systems, controls, components, condensers, compressors, and accessories.