Job Title: Program Supervisor, Compliance Officer for Heating, Ventilation and Air Conditioning (HVAC)
Posting Date: 3/4/2020
Closing Date: 4/4/2020
Salary Details: $69,247 - $85,773

Benefits Eligibility: Successful candidates will be eligible for medical, dental, vision and life insurance coverage as well as illness days.

Reports to: Senior Director Facilities

Location: Facilities, Maintenance and Engineering, Support Services Complex, Building C 1601 Farnsworth Detroit, Michigan 48211

Position Overview

The DPSCD is seeking an experienced individual(s) to fill the above stated Program Supervisor (HVAC Compliance Officer) position. The individual(s) must have the skills required to execute operational related activities to maintain regulatory and contractual compliance in building HVAC services.

The Compliance Officer will execute operational related activities to maintain regulatory and contractual compliance.

The qualified candidate will monitor the performance of HVAC systems and their components (e.g., motors, electrical wiring, pipes, valves, controls); troubleshoot broken equipment; counsel the District on how to maximize efficiency; monitor the performance of preventative maintenance on various parts (e.g., wiring fans, pumps, compressors, switches, gauges, controls) performed by the contractors and workers; read blueprints and approve the installation systems; and maintain active credentialing by keeping up-to-date knowledge in the profession.

The position requires a daily presence in schools monitoring the performance of services being delivered and inspecting compliance activities of contractors.

Education

Requires a High School Diploma or an acceptable equivalency diploma (GED), and State of Michigan, Mechanical Contractor’s license. A valid driver’s license is also required.

Experience

- Must have a minimum of 8 years’ experience in each of the work classifications applied for below.
  - Hydronic heating and cooling and process piping
  - Geo-Thermal
  - Steam heating
  - Electric heating and cooling and process piping
  - Air Handling Units (AHU)

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Office of Human Resources
Fisher Building • 3011 West Grand Blvd., 10th Floor • Detroit, MI 48202
O (313) 873-6897 • recruitment@detroitk12.org
detroitk12.org

- Refrigeration
- Unlimited heating service
- Unlimited refrigeration and air conditioning service
- Fire Suppression
- Controls

- Knowledge of AHERA and MIOSHA and preferred experience safety standards
- Take pride in your work: project a positive and professional image to the client, staff and public
- Ability to work under pressure
- Superior organizational skills - ability to multi-task, take initiative, and work under pressure
- Must have excellent communication, problem solving, decision making & follow-through skills
- Must demonstrate confidentiality, discretion and sensitivity
- Excellent attendance
- (Physical) Must be able to perform maintenance work, including climbing ladders and lifting heavy objects.

Position Job Responsibilities:

Under the direction of the Senior Director of Facilities, the Compliance Officer for HVAC will:

1. Oversee, assess and refine the heating, cooling, ventilation repair process including drafting scopes of work, conducting pre-bid walkthroughs, serving on evaluation committee, monitoring work daily, and approving end product
2. Evaluate and approve work order requests made by schools and departments and assign work according to the contractor
3. Investigate requests or problems where applicable and oversee work activities as required.
4. Work collaboratively with the District’s IT Department on Building Management Systems (BMS) and monitor building systems and contractor performance.
5. Monitor contractor KPIs for compliance
6. Identification of system deficiencies, develop recommendations and execute correction actions
7. Capture, update and report compliance related data for accuracy and completely
8. Monitor contractors for HVAC and HVAC related work compliance
9. Working knowledge of installed, repaired, and maintained rooftop units, split systems, central plants, VAV boxes, boilers, controls, pneumatics, and other mechanical equipment.
10. Test, troubleshoot, and oversee the repair of systems by monitor the performance of the contractors work identifying malfunctions and recommendation for replacement parts and components.
11. Read diagrams, specifications, drawings, blueprints, and schematics.
12. Participate in numerous professional development activities to update knowledge and increase service/repair capabilities.
13. Demonstrate exceptional time management skills; organized and prioritized high volume of work orders to ensure maximum quality and service to customers.

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SECURITY CLEARANCE

INTERNAL APPLICANTS

If you are a current Detroit Public Schools employee, presently employed with the district, you do not have to submit a fee related to obtaining the Detroit Public Schools security clearance.

EXTERNAL APPLICANTS

If you are hired to fill a vacant position, you will be required to submit a Detroit Public Schools security clearance.

At point of offer to hire, please be advised that you will be responsible for a non-refundable payment of $64.50 via Visa, Master Card, American Express, Discover Card, cashier's check, or money order, payable to the DPSCD Police Department. No personal checks or cash is accepted. DO NOT SUBMIT PAYMENT WITH APPLICATION.

Method of Application:

Applicants MUST apply through the online application system. ONLY applications submitted through the online application system will be considered for any posted position. All applicants are to attach a copy of their transcripts, most recent resume and cover letter. A copy of your valid teacher certification must be attached if certification is required for the position you are applying.

Applicants will receive an automated confirmation once they have successfully applied for a position.

Successful candidates are required to submit official transcript(s) at point of offer to hire. Teaching service outside of the Detroit Public Schools Community District must be verified by the applicant's employer(s) prior to hire.

It is the applicant's responsibility to provide all documentation (including copies) as requested. All documentation must be submitted along with the letter of interest. Documentation will not be accepted subsequent to the closing date of the announcement. Incomplete information will not be considered. Applicants requesting assistance during the application process should contact the Division of Human Resources via email at recruitment@detroitk12.org or office at (313) 873-6897.

The Board of Education of the School District of the City of Detroit does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.

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