



The **Maintenance Foreman/Lead HVAC Tech** supports the Director of Facilities Services through the supervision of the Broward Center for the Performing Art (BCPA) and other managed facilities as well as mechanical, plumbing, carpentry, and electrical systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee that preventative maintenance is performed accurately and at appropriate times.
- Able to supervise, and/or participate in, the repair, maintenance and installation of projects in all areas of the facility such as plumbing, carpentry, painting, refrigeration, landscaping, interior maintenance, mechanical, HVAC, and other related maintenance work.
- Remain current in maintenance strategies and all applicable guidelines and regulations.
- Maintain individual equipment repair and service records for all building facilities.
- Responsible for the supervision of department staff, including training.
- Identify and order needed supplies and materials required for project completion.
- Communicate with vendors, staff, and management to ensure accurate completion of projects.
- Responsible for the implementation, inspection, and maintenance of contracted construction projects, including managing warranty claims and taking actions for faulty product and workmanship.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of construction and maintenance of building and utilities.
- Knowledge of OSHA regulations and the Clear Air Act.
- Knowledge of preventative maintenance procedures and techniques.
- Skilled in equipment maintenance operations sufficient to deal with installation, service, and repairs.
- Extensive technical knowledge and troubleshooting skills with all HVAC systems and equipment.
- Working knowledge of programmable logic controllers.
- Able to read and work from blueprints and schematic diagrams.
- Able to maintain accurate and orderly records and prepare reports.
- Able to plan and execute preventive maintenance programs for building facilities.
- Able to troubleshoot and repair energy management controls and programming.
- Able to provide guidance in purchasing repair materials and equipment.
- Able to make estimates of needs in terms of labor, material, and equipment.
- Work a flexible schedule, including nights, weekends, and holidays and will be available by pager.
- Able to plan, assign, and supervise the work of subordinates and to instruct them.
- Able to maintain accurate and orderly records and make standard reports.

REQUIRED EDUCATION AND EXPERIENCE

- Technical School/University Graduate/or any equivalent combination of training and experience.
- 3-5 years of proven leadership experience supervising a crew of 2 or more.
- 7-10 years related experience and/or training.
- EPA Universal Certification.
- Valid Refrigeration Technician, Plumbers', or Electricians' License or equivalent.
- Experience in large commercial facilities' HVAC Operation, Maintenance, and Repair.
- Experience in pneumatic controls.

If you are interested in this opportunity, please submit your resume to leadhvacsearch@browardcenter.org.