

SENIOR ENVIRONMENTAL SUPERVISOR

MAJOR FUNCTION

This position involves highly skilled and complex technical and computer knowledge of the operations and programming requirements of an efficient and effective Energy Management Systems for County buildings, as well as fire alarm systems, and indoor air quality.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Ensures fire alarm systems are operating properly and personnel are properly trained in the operation and maintenance of said systems.
- Monitors building air quality and HVAC control systems for proper operation.
- Supervise the installation and maintenance of control systems in new and existing buildings.
- Trains or provides training for personnel on the maintenance and programming of infrastructure systems.
- Compiles equipment lists and costs for new installation and repair parts inventory for infrastructure systems.
- Provides budget figures to Director for maintenance and new installation of systems.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Supervisor over one or more employees. Provides continual work guidance, review of work product, and resolution of work problems. Provides input regarding job performance.

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EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor's degree in electronics, or equivalent, plus five years experience in electronic controls, HVAC, and the current components of large scale energy management systems, or combination of both education and experience.

Licenses

Possession of a valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

- Ability to work with mathematical concepts such as inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Technical ability to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Can explain records and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Strong technical skills in computer software, hardware, electronic and pneumatic controls.

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- Ability to perform installation and calibration of direct digital control systems.
- Ability to analyze energy management systems data.
- Ability to perform board level soldering repairs.
- Ability to read and interpret blueprints.
- Ability to prepare reports, train fellow employees and communicate complex information both orally and in writing.
- Must be able to work independently and supervise other employees.
- Ability to cross train into other manual and technical fields.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of the position, the employee will be required to operate the following kinds of machines and equipment: computer, voltmeter, oscilloscope, soldering iron, electronic welder, torch, front end loader, and fork lift.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell, and to lift up to one hundred pounds; and will regularly be required to sit. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, and vibration; and will regularly be exposed to moving mechanical parts, high precarious places, and risk of electrical shock. The noise level for this environment is moderate.

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Job Description Number: 3171