

HVAC SUPERVISOR

Brief Profile:

- Supervise the installation, repair, overhaul and maintenance of HVAC/BMS systems

Duties:

- Supervises two or more full-time employees, or their equivalent, on a regular basis.
- Makes materials and labor estimates.
- Establishes, assigns and adjusts work methods and procedures to meet schedules using knowledge of capacities and capabilities of personnel and equipment.
- Initiates measures to improve methods, equipment performance and quality of work.
- Maintains records and files, including the approval for Preventive, corrective maintenance
- Maintains responsibility for the correct stock levels of repair or replacement parts.
- Inspects work in process to insure acceptable KN quality standards and meeting Client Satisfaction
- Coordinates with suppliers, contractors, engineers and others concerning equipment operations or maintenance.
- Operation/Monitoring of BMS (Building Management Systems “Computerized”)
- Perform the duties of HVAC technician whenever required (hand working)

Knowledge, Skills and Abilities:

- Knowledge of operation, maintenance and repair of HVAC/refrigeration equipment.
- Knowledge of principles and practices of supervision.
- Skill in operation, installation, maintenance and repair of HVAC/BMS.
- Skill in applying supervisory techniques.
- Ability to effectively communicate.
- Team Work and emergency work quick response
- Cooling Capacity calculation/estimation

Minimum Qualifications:

- Minimum 5 years of progressively responsible HVAC/BMS equipment installation, repair and maintenance experience which includes one year of supervisory experience.
- Driving License will be an advantage
- Basic Computer Skills (Ms Office, Widows)
- Well Known New BMS Software including operation, troubleshooting; software reinstallation/updating will consider as big advantage
- Hard Worker
- Ready to work in Sewage Pumping Station
- Good English : Speak, read and write