

HVAC Project Manager

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Director of School Construction, the HVAC Project Manager is responsible and accountable for the design, direction, and supervision of the heating, ventilation, and air conditioning portion of school construction and renovation projects. This position includes projects where the position is directly responsible for project management, as well as those where a construction manager is engaged, and assisting on the HVAC portion of projects run by other managers. The position will also be responsible for performing construction project manager duties on smaller, non-HVAC related, construction projects.

ESSENTIAL POSITION RESPONSIBILITIES

- Strategically consult and work with fellow School Construction and School Facilities staff to direct, plan, formulate, research, assemble, and submit the OPR (Owner Project Requirements) documents required for all upcoming Leadership in Energy and Environmental Design (LEED) projects in a timely fashion prior to final design. Perform industry research and provide recommendations to the Planning Manager.
- Review the HVAC position of project plans and specifications for self-run projects and projects run by fellow project managers.
- Participates as required in all assigned design and construction meetings including budget, design schedule, value engineering and construction progress meetings.
- Support school construction project managers on the mechanical or plumbing aspects of their construction projects; and support school construction project managers and school facilities mechanical technicians by contacting the necessary contractors based on the applicable mechanical and control systems during warranty period.
- Administer the warranty requirements on individual projects.
- Coordinate management of the HVAC work of projects during the construction phase, as well as assists with field management of HVAC construction related activities performed by the Office of School Construction.
- Continually monitor HVAC construction progress and compliance with contract requirements, schedule, budget and quality assurance and reviews associated documents for accuracy.
- Coordinate the resolution of HVAC problems, RFI's, change orders and other job issues with the design consultants, construction managers, the contractors, and the owner occupants.
- Administer and supervise the commissioning agent's practices during the construction process to assure that Performance Verification has been properly executed and that all corresponding HVAC/R equipment has been checked for proper operation per design.
- Administer, consult, collaborate, analyze, inspect, oversee, and verify that all new School Construction HVAC/R and BAS/DDC system projects and their associated control systems are turned over upon completion and /or occupancy (per phase), controlling temperatures, humidity, and indoor air quality

properly as per the mechanical engineers' design. Verify completion of work directly with mechanical contractor for immediate compliance.

- Notify School Construction of needed corrections and / or additions to our Construction Specification Standards through collaborative staff "Lessons Learned" discussions. Upon completion of these discussions, revise, assemble, and compile received information into an information database to be used to enhance and improve future projects.
- Provide expert analysis to our design consultants, contractors, subcontractors, and vendors as needed when attempts have failed to make corrections to continual failing HVAC/R systems, including daily evaluations of ongoing alarms and complaints.
- Provide construction project management on smaller, non-HVAC related, construction projects.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
High School diploma (or equivalent).	Ten (10) years of progressive work experience in HVAC systems, project management, or a related field with experience managing multiple projects.
Associate degree in project management, mechanical or electrical engineering, or a related area.	Eight (8) years of progressive work experience in HVAC systems, project management, or a related field with experience managing multiple projects.
Bachelor's degree in project management, mechanical or electrical engineering, or a related area.	Six (6) years of progressive work experience in HVAC systems, project management, or a related field with experience managing multiple projects.

PREFERRED QUALIFICATIONS

- Building Commissioning Association (BCxA) certification
- Leadership in Energy and Environmental Design (LEED) certification with a focus on Green Building
- Experience managing multiple projects with fixed budgets and short completion schedules
- Project Management experience in a PreK-12, college/university, or commercial setting
- Experience managing phased construction projects

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they related to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside of the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 24, \$58,323 - \$104,195. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
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Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.



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