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**JOB TITLE: SERVICE SUPERVISOR**  
**DEPARTMENT: SERVICE**

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**JOB SUMMARY:**

Responsible for the development and supervision of a team of Service Technicians including, annual performance appraisals. It is anticipated that this position will be ~40% supervision, while performing actual service work for the balance of the time. Team Supervisors are able to design and engineer control system hardware and software programming based on project requirements and provide analysis of building control and HVAC system performance at a complete systems and campus level. This is an exempt position.

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**DUTIES AND RESPONSIBILITIES:**

- Provide guidance for team members (Service Field Technicians)
  - Conduct annual performance reviews for Team Members
  - Provide technical support for team members
  - Training – Coordinate classroom with Service Operations Manager and provide one-on-one Engineering task Levels training
  - Maintain Service Technician productivity
  - Conduct Team Meetings
  - Perform regular Service Technician functions as required
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**SKILLS AND ABILITIES:**

- Ability to supervise a team of Service Technicians
  - Strong knowledge of HVAC DDC Control Theory & Applications
  - Excellent time management and organizational skills
  - Strong troubleshooting skills
  - Computer hardware and software skills
  - Ability to work independently and unsupervised
  - Strong interactive and communication skills
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**EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS:**

- Engineering Undergraduate degree
- Equivalent combination of education and experience
- HVAC and/or Mechanical systems experience
- Computer programming experience
- 5+ years industry experience (minimum)