



**Position Title:** HVAC Supervisor  
**Reports to:** Associate VP of Operations  
**Appointment:** Full-time, 12 month, non-exempt

**POSITION SUMMARY:**

Toccoa Falls College has an opening for a Fulltime HVAC supervisor. This position reports to the Associate VP of Operations. The heating and air conditioning department at Toccoa Falls College is responsible for the routine maintenance and repair of all HVAC systems on campus—including dorms, office areas, MSA apartments and Missionary Hill housing. They are also responsible for the daily upkeep of the potable water and waste water systems, the natural gas distribution system and the cathodic protection system. They also maintain, repair or replace parts for the commercial kitchen appliances in the food service areas (Student Center and Gate Cottage).

The HVAC supervisor is responsible to keep campus building temperatures controlled at a comfortable level through:

- Regulation of thermostats
- Proper maintenance, servicing and repair of equipment
- Installation of new equipment
- Assigning work orders to other supervisors and student workers

The HVAC supervisor is responsible for:

- Repair of TFC owned appliances including/but not all inclusive—refrigerators, commercial kitchen appliances, freezers, ice machines, boilers, etc.
- Water and waste water treatment including lead/copper testing
- The filing of all necessary forms pertaining to water and waste water treatment
- The taking and mailing of water samples as required by authorities
- Cathodic protection maintenance (maintaining gas lines to meet GA Public Service Commission requirements), testing and recording
- Maintaining an up-to-date file of SDS and making all workers aware of its location and use
- Overseeing the work practices of other HVAC supervisors and student workers to ensure safety and enforce the rules and regulations recommended by NFPA, Insurance inspectors, OSHA, EPA, and any other authorities over them
- The preparation of estimates when require by the Physical Plant Director
- Compilation of any useful computer data that may assist in improving future service

**SKILLS AND ATTRIBUTES:**

HV/AC licensing or minimum 10 years on the job training preferred.

Applicants must be supportive of the mission and vision of the college including signed agreement with the college statement of faith. Job offers are contingent upon passing a background check.

**PHYSICAL REQUIREMENTS:**

Must be able to sit or stand for extended periods of time, climb ladders, work on rooftops and in confined spaces, lift objects up to 50 pounds.

*Office of Human Resources*



**APPLICATION PROCESS:**

The TFC application as well as the list of other required application materials can be found at <https://tfc.edu/employment/>. Required application materials should be sent to: Mary Kaye Ritchey, Director of Human Resources, at [mritchey@tfc.edu](mailto:mritchey@tfc.edu). Review of applications will begin immediately, and the position will remain open until filled. **All application materials must be submitted for a candidate to be considered.**

*Office of Human Resources*

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