

County of Henrico Job Classification

HVAC and Mechanical Systems Director



General Summary of Classification:

Leads the design, installation, maintenance, and repair of HVAC systems and generators for a large municipality and large public school district. Serves as an inter-organizational liaison and leading expert on all HVAC matters. Develops and maintains master strategies and operational plans. Establishes standards and processes that ensure consistent and reliable climate control.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Serves as the senior HVAC authority and primary liaison between the County and the School District, ensuring alignment of policies, capital plans, and operational standards across more than 180 facilities between General Government and the Schools Division.
- Leads comprehensive assessments of HVAC assets, including condition, performance, risks, and replacement needs.
- Develops long-range capital strategies and operational plans.
- Leads the establishment, communication, and continuous improvement of standard operating procedures (SOPs) for installation, maintenance, and in-house repairs.
- Implements strategies to ensure swift and effective responses to system failures.
- Leads interventions to improve HVAC and generator service quality and consistency.
- Develops and applies internal accountability measures.
- Ensures effective management of capital and personnel investments.
- Establishes policies and governance frameworks that ensure compliance with EPA, OSHA, ASHRAE, NFPA, and other applicable codes.
- Partners with experts including contractors, engineers, and architects to plan and oversee redundancy systems.
- Guides strategic purchasing and contracting decisions, including major HVAC equipment procurement, service contracts, and generator program oversight.
- Coordinates and negotiates with vendors, ensuring cost-effective, reliable outcomes.
- Provides high-level consultation to County and School leadership, advising on technology trends, energy efficiency strategies, system reliability issues, and capital priorities.
- Offers leadership and direction to staff, contractors, and partner agencies.
- Participates in and guides RFP/RFQ processes and presents capital recommendations.
- May recommend training content and evaluation criteria.
- May recommend recordkeeping standards, including guidance for record intake, handing, storage, auditing, and destruction.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Deep expertise in commercial HVAC system design, repair, and replacement, including related electrical and plumbing components. Strong project management skills.
- **Technical:** Knowledge of thermodynamics, CAD, inventory management systems, commercial mechanical drawings, sustainability practices, budgeting.
- **Interpersonal, Communication and Customer Service:** Strong oral and written communications skills; Excellent diplomacy and tact.
- **Decision-making and Authority:** Excellent decision-making skills and the ability to motivate and coordinate; demonstrated negotiation skills.
- **Leadership:** Supervisory. Provides leadership for subordinate and non-subordinate staff, coordinates contractors, consultants and others.
- **Environment:** Based in an office; regularly works in an array of County-affiliated facilities.
- **Physical:** Visual and hearing acuity sufficient to perform assigned duties in a variety of settings, locations and conditions, including extreme heat and cold.

Minimum Education and Experience:

- **Education:** Bachelor's degree or higher in mechanical engineering, facilities management, or a related field.
- **Experience:** Six (6) years of progressive, related experience, including demonstrated experience managing multi-site commercial HVAC administration.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license.
- May be required to travel, work a flexible or on-call schedule, or be designated as essential personnel.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

Job Code: G.A.P.0009

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.