

Job Descriptions

Job Title:	HVAC Supervisor	Salary Grade	SAR 3,500 + TA + HRA
Division / Department:	TS- MSS	Employment Type:	Work Visa
Direct Manager:		Duty Hours:	08 Hours / Day, 6 Days / Week

Job Summary:

We are seeking an experienced and dedicated HVAC Maintenance Supervisor to oversee, coordinate, and supervise all HVAC maintenance activities across our facilities. This role involves ensuring the efficient operation and longevity of all HVAC systems, developing and implementing maintenance policies and procedures, and leading a team of technicians to achieve high standards of safety, performance, and reliability.

Key Responsibilities:

- *Organize, coordinate, and supervise day-to-day HVAC maintenance activities to ensure all systems operate efficiently and reliably.*
- *Develop and implement HVAC maintenance policies, procedures, and preventive maintenance plans.*
- *Monitor HVAC system performance and ensure timely corrective actions are taken for malfunctions or breakdowns.*
- *Lead and mentor a team of HVAC technicians, assigning tasks and providing technical guidance as needed.*
- *Plan and oversee periodic inspections, servicing, and upgrades to ensure compliance with safety and operational standards.*
- *Maintain accurate records of maintenance activities, service logs, and inventory of HVAC-related materials and spare parts.*
- *Coordinate with contractors and vendors for specialized maintenance and repair work.*
- *Ensure compliance with health, safety, and environmental regulations related to HVAC operations.*

Qualifications:

- *Diploma or bachelor's degree in mechanical engineering, HVAC Technology, or a related field.*
- *Minimum of 5 years of experience in HVAC maintenance, including at least 2 years in a supervisory or leadership role.*
- *In-depth knowledge of HVAC systems, controls, maintenance techniques, and troubleshooting practices.*

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- ***Strong leadership and organizational skills with the ability to manage multiple tasks and priorities.***
- ***Familiarity with HVAC standards, codes, and safety regulations.***
- ***Proficiency in using maintenance management systems (CMMS) and basic office software (MS Excel, Word, etc.).***

Preferred Skills:

- ***Experience working in industrial, commercial, or large-scale residential environments.***
- ***HVAC certifications (e.g., EPA Universal Certification, HVAC Technician License).***
- ***Ability to read and interpret HVAC system drawings, schematics, and technical manuals.***
- ***Strong communication and team coordination skills.***

Approved by	Reviewed and accepted by
Signature over printed name	Signature over printed name
Date:	Date: