

## **SUPERVISOR - MECHANICAL TRADES**

### **Purpose Statement**

The job of Supervisor - Mechanical Trades was established for the purpose/s of maintaining plumbing/HVAC systems and other related equipment to provide comfort, sanitation and safety within facilities; meeting appropriate plumbing/HVAC and related accessibility codes for students, staff and the public and meeting other building code/s (e.g. safety and health); ensuring adequate materials are available for timely completion of jobs; supervising assigned workers and operations, and monitoring assigned budget.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see "Education" on page 2) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate.

This job reports to Manager - Maintenance Department

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### **Essential Functions**

- Approves all work requiring permits for the purpose of ensuring compliance with applicable legal codes (e.g. building, health, safety, etc.).
- Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments, and providing information about work in progress.
- Coordinates activities for the purpose of ensuring safety and security of employees and property and to minimize the exposure to injury, loss, and/or liability.
- Coordinates assigned budget (e.g. plans, controls, monitors, etc.) for the purpose of meeting department objectives in compliance with district financial guidelines.
- Coordinates with stakeholders (e.g. administration, staff and other trades, etc.) for the purpose of completing projects/work orders efficiently and ensuring unit goals and objectives are achieved.
- Diagnoses problems and/or failures in plumbing/HVAC systems and/or related equipment for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates and procures supplies, materials and/or equipment for the purpose of ensuring availability to support and complete work projects.
- Oversees assigned area (e.g. work area, vehicles, tools, equipment, etc.) for the purpose of ensuring all are maintained in safe, clean, and good working condition in accordance with accepted standards.
- Prepares written materials (e.g. work schedules, work orders, bids, supporting materials, etc.) for the purpose of documenting and communicating activities as required.
- Repairs, renovates, and installs a variety of systems, fixtures, and/or components (e.g. sewage and drainage pipes, water fountains, coolers, dishwashers, garbage disposals, sink faucets, urinals, toilets, water piping, sewer mains, hot water heaters, drinking fountains, kitchen equipment gas leaks, ice machines, fire sprinklers, backflow valves, etc.) for the purpose of maintaining facilities in a safe and comfortable operating condition.
- Repairs, renovates, and installs plumbing systems (e.g. bathrooms, locker rooms, pools, fire sprinklers, etc.) for the purpose of complying with building/safety codes and meeting accessibility/functionality requirements of students, staff and the public.
- Responds to emergencies for the purpose of addressing immediate safety and health concerns.
- Supervises and manages the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling work projects; adjusting work schedules in response to changing priorities; documenting and communicating information, etc.) for the purpose of maximizing customer service and efficient and effective operations.

- Supervises assigned personnel (e.g. hiring, evaluating, terminating, scheduling and coordinating activities, professional development/training, advising, etc.) for the purpose of maximizing the efficiency of the work force, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.
- Supervises department and personnel activities (e.g. program components, equipment/supplies budget, light duty assignments, critical timelines, contractor assignments, etc.) for the purpose of maximizing the efficiency of department activities.
- Trains personnel on proper use and maintenance of assigned equipment for the purpose of developing professional trade and safety awareness skills in compliance with district goals.

### **Other Functions**

- Attends meetings for the purpose of receiving and/or conveying information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in maintaining and installing plumbing/HVAC systems and related equipment and components; operating standard office equipment; maintaining accurate and detailed records; personnel management; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: plumbing/HVAC systems and related equipment and components; handling of hazardous materials; methods of organizing, scheduling and prioritizing work loads; safety practices and procedures; and knowledge of state/county/city building and fire codes.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; working with detailed information/data; setting priorities; working as part of a team; working flexible hours; working with frequent interruptions; and meeting deadlines and schedules.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience within specialized field is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Contractor's License  
Master Plumber's and/or Master HVAC License - City of  
Casper/State of Wyoming  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Asbestos Certified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Exempt

**Approval Date**

11/8/2010

**Salary Grade**

Exempt 70BX

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_