



MECHANICAL DIVISION SUPERVISOR

Position Summary

Manages and supervises the work of the following work groups: HVAC, Plumbing, Electrical, Locksmiths, Refrigeration & Security. Works closely and collaboratively with other supervisors, administrators, and other work groups to ensure efficient operations. Works with the public and other internal/external stakeholders. Demonstrates human relations skills, flexibility and effective written and oral communication skills. Obtains quotes and manages contracts for the work of outside contractors, complying with Public Contracting Rules and Regulations and district policies. Reviews and approves invoices. Responds to afterhours emergencies.

Supervisory Relationship

This position reports to the Director of the Facilities Management and has supervisory responsibility for support staff as assigned.

Essential Functions

- Plans and supervises the work of the Mechanical Division crews, including planning, scheduling, organizing, directing work, and training personnel.
- Ensure crews are working efficiently and effectively.
- Supervises and evaluates the quantity and quality of tasks assigned to employees and contractors.
- Works in tandem with other Facilities Supervisors, Professionals, and CIP Project Managers.
- Enforces compliance with department work rules and safety regulations.
- Manage and approve employee leave requests.
- Is responsible for the selection, supervision and evaluation of assigned staff; assigns work and ensures appropriate training is provided; investigates complaints; recommends and administers disciplinary actions; handles sensitive personnel matters.
- Identifies work priorities and ensures that the correct employees are assigned to the priority work and ensures that employees understand completion time lines.
- Work closely with building administrators to identify and correct building maintenance deficiencies.
- Work with building administrators to determine if small projects are feasible and provide project estimates when requested.
- Inspects and evaluates the condition of buildings for possible electrical, HVAC and other mechanical problems. Establishes and maintains building security systems, including door hardware and locks.
- Identifies and responds to emergency callouts taking appropriate action in emergency situations to protect safety of personnel and district property. Contacts district employees if needed to make afterhours repairs.

- Ensures equipment and vehicles are properly maintained.
- Work closely with school administration, departments and resource officers when resolving building security, vandalism and graffiti issues.
- Attends staff meetings to convey project information and planning.

Required Knowledge, Skills and Abilities

- Planning, organizing and assigning work to the appropriate employees.
- Leadership, decision making and building collaborative relationships with all work groups and district staff.
- Ability to communicate both orally and in writing with a diverse group of internal and external stake holders.
- Problem solving of employee issues, including potential disciplinary actions.
- Ability to manage multiple tasks simultaneously.
- Skill in planning work assignments and directing small and large projects.
- Skill in managing multiple and competing priorities.
- Supervise the mechanical division crews efficiently and effectively.
- Understand and execute written and verbal instructions, policies and procedures.
- Convey written and verbal instructions in a clear and concise manner.
- Establish and maintain working relationships with a wide range of individuals and groups.
- Identify problems and determine effective solutions.
- Ability to read Safety Data Sheets (SDS).
- Must have a valid Oregon Driver's License, a safe driving record and proof of insurability.

Minimum Qualifications

Education

Associates Degree in construction technology or related field or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

Experience

- Minimum of five (5) years experience in building construction, and/or building maintenance.
- Minimum of four years experience as a supervisor or lead worker duties.
- Working experience and knowledge of building mechanical systems, e.g. locks, electrical, HVAC, security, and plumbing.

Applicants must complete a criminal background check prior to employment.

Work Environment

Requires prolonged sitting and/or standing, physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; stooping, kneeling, crawling, bending, turning, reaching, climbing, and balancing. Work indoors and outdoors year round in sometimes noisy environments and around dust, fumes, and odors.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 07/ 12 Month
Approved by	Dr. Shelly Berman – <i>Superintendent</i> Karen Hardin – <i>Recruitment, Retention, Equity and Staff Development Administrator</i>
Last revised	December 21, 2015