



MECHANICAL DIVISION SUPERVISOR

Position Summary

Manages and supervises the work of the following work groups: HVAC, Plumbing, Electrical, Locksmiths, Food Service Equipment, Refrigeration and Low Voltage. Works closely and collaboratively with other supervisors, administrators, designers, contractors, vendors and other work groups to ensure efficient operations. Works with the public and other internal/external stakeholders. Demonstrates strong 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, Department and District policies. On call and responds to after normal business hour emergencies.

Supervisory Relationship

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

Essential Functions

1. Overall responsibility includes, but is not limited to, the following District systems: HVAC, Plumbing, Electrical, Food Service Equipment, Refrigeration, Fire Sprinkler Systems, Fire Suppression Systems, Doors/Frames and Hardware, Locksmith, Access Control, Intrusion Detection, Fire Alarm, Building Automation Systems and other low voltage systems as assigned.
2. 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.
3. Plans and supervises the work of the Mechanical Division crews, including planning, purchasing, scheduling, organizing, directing work, and training personnel.
4. Identifies work priorities and ensures the correct employees are assigned to the work and ensures that employees understand completion time lines.
5. Ensure crews are working efficiently and effectively.
6. Supervises and evaluates the quantity and quality of tasks assigned to employees and contractors.
7. Works in tandem with other Facilities Supervisors, Professionals, and Capital Improvement Program Project Managers.
8. Enforces compliance with department work rules and safety regulations.
9. Manage and approve employee leave requests.
10. Work closely with building administrators to identify and correct building maintenance deficiencies.
11. Work with District Architect and building administrators to determine if facilities improvement projects are feasible and provide project estimates when requested.
12. Inspects and evaluates the condition of buildings for responsible systems in order to provide recommendations for maintenance and repair, up to and including replacement projects for deferred maintenance.
13. Identifies and responds to after normal business hour callouts by taking appropriate action to protect safety of personnel, District property and the public. Contacts district employees as needed to make repairs.

14. Work closely with school administration, departments and other District resources when resolving building security, vandalism and graffiti issues.
15. Attends and hosts meetings as requested and as needed to fulfil the duties of this diverse roll.
16. Performs other duties as assigned.
17. Staff may be expected to use personal vehicle for business.

Required Knowledge, Skills and Abilities

1. Ability to manage multiple tasks simultaneously.
2. Skill in managing multiple and competing priorities.
3. Working knowledge of union contracts working with represented staff.
4. Strong Knowledge of Mechanical and Electrical systems, including their servicing and installation process.
5. Supervise the mechanical division crews efficiently and effectively.
6. Convey written and verbal instructions in a clear and concise manner.
7. Planning, organizing and assigning work to the appropriate employees.
8. Skill in planning work assignments and directing small and large projects.
9. Ability to communicate both orally and in writing with a diverse group of internal and external stake holders.
10. Establish and maintain working relationships with a wide range of individuals and groups.
11. Leadership, decision making and building collaborative relationships with all work groups and district staff.
12. Problem solving of employee issues, including recommendations for performance management and disciplinary actions including up to termination.
13. Understand and execute written and verbal instructions, policies and procedures.
14. Identify problems and determine effective solutions.
15. Ability to read, interpret and implement requirement for Safety Data Sheets.
16. 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 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.

Preferred qualification

- Journeyman license in trades and active license with the State of Oregon to perform work

on HVAC, Electrical or Plumbing systems.

- Bilingual proficiency and/or multicultural experience strongly preferred.

Applicants must complete a criminal background check prior to employment.

(Note: Applicants may be considered who have comparable, but not identical, professional experience in public school maintenance or closely related field. To be considered, candidates must be able to demonstrate how their experience is equivalent to the stated minimum qualifications)

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. May include work at elevations requiring fall protection equipment.

(Note: The statements contained herein reflect the general details as necessary to describe the essential functions of this position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Generally, this position requires working beyond 40 hours a week to be successful.)

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 7 - 12 Month
Approved by	Karen Hardin, Director of Human Resources
Last revised	October 18, 2020