

Family: Facilities and Operations

Level: AM6

Position Profile Title: Supervisor-Mechanical

Salary Grade	Minimum	Midpoint	Maximum
5	\$51,072	\$68,988	\$86,904

PROFILE SUMMARY:

Positions in this job profile are responsible for mechanical maintenance or operational management for a large department. They supervise staff while actively performing daily activities and tasks that support the function or department. Position requires specialized training or licensure in the particular area of mechanical expertise.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Supervisor-Mechanical profile are the responsibilities to provide supervision and participate in the day-to-day operation of mechanical maintenance and operations for university facilities. Positions require specialized training or licensure in HVAC or other mechanical systems.

PRIMARY POSITION RESPONSIBILITIES:

1. Oversees the day-to-day operations of a mechanical department for facilities operations, including completion of scheduled, corrective, and predictive maintenance activities, assigning and performing work received through customer requests and managing within the unit budget.
2. Provides technical advice and provides troubleshooting for mechanical systems within new construction and existing buildings/structures, including inspecting sites and reading blueprints to determine specific needs.
3. Manages and updates records, documentation, and management system for receiving, tracking, and completion of all work activities.
4. Ensures compliance with university policy, federal, state, and local laws, regulations and industry standards.
5. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.
6. Performs skilled journey level work in same trade or maintenance areas as those being coordinated such as: mechanical repair, replacement, and maintenance of building operating systems.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Entire University
- Functions Across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Customers

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ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Supervises work of classified employees, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff.

Monitors, informs, reports on budgets.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit and University Wide to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.

Collaborates and interacts within Dept/Unit to:

- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

Journeyman level experience maintaining and repairing HVAC (heating ventilation & air conditioning) systems.

Experience providing supervision or lead work of Journey level employees.

May require certification or licensure.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.