

Sul Ross State University

Position Description

Official Title: Utilities Plant Supervisor

Salary Group: 13

Job Code: 6530

Summary

Function: Supervise and provide skilled leadership to the heating and refrigeration mechanics and maintenance workers within the Utilities Maintenance Department.

Scope: Maintenance, renovation and construction as assigned to all University structures, interior and exterior, University wide.

Duties

Essential: Progressively plan, schedule, and supervise the safe and efficient implementation of the following: Typical mechanical functions that meet or exceed industry standards, daily maintenance functions, estimate time and materials as needed, oversee the layout, construction, and punch-out of assigned projects, requisition of materials, make repairs and minor alterations to ensure the production and distribution of steam heat, water (hot, cold, or chilled), perform preventive and corrective maintenance on all shop tools and equipment, organize and maintain an adequate record keeping program, maintain good relations with all members and visitors of the campus community. Other duties as assigned. Must practice and train SAFETY FIRST. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times

Supervision

Received: From Utilities Maintenance Superintendent

Given: To heating and refrigeration mechanics, maintenance workers and student assistants

Education

Required: High school graduate or equivalent

Preferred: Vocational or educational classes and training as related to the duties of the position

Experience

Required: Proven success as a supervisor in the field of utilities maintenance; knowledge of the methods, tools and practices of current industry standards; minimum two years experience as a foreman or supervisor in the utilities maintenance field.

Preferred: Successful experience with design, planning, scheduling, and safe production and distribution of utilities services in a university setting.

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: University wide. Position is Security Sensitive. After hours and weekend on-call availability required.

Other: Current driver's license and driving record acceptable to the University must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May, 2002