



Skilled Trade Supervisor

Plant Operations

PO/5

JOB SUMMARY

This position is responsible for supervising and performing skilled duties in the maintenance of college property, including buildings, facilities, equipment and grounds.

MAJOR DUTIES

- Monitors, maintains and repairs heating and cooling systems.
- Maintains and repairs building automation systems.
- Maintains plumbing and electrical installations and repairs.
- Supervises the inspection, preventive maintenance, cleaning, adjustment, repair and replacement of energy systems.
- Monitors systems performance with continuous attention to malfunctions and repair needs.
- Maintains and repairs college vehicles and equipment, including electric and gas club cars.
- Maintains and repairs dental and laboratory equipment.
- Maintains and repairs cooling tower treatment and controls.
- Maintains equipment records for scheduling of maintenance, ordering of repairs, parts and optimal utilization of resources.
- Completes carpentry construction and repair projects.
- Installs and replaces carpet and tile.
- Trains, instructs and assigned work to skilled trades personnel.
- Hangs sheetrock; paints interior and exterior surfaces.
- Repairs and replaces ceiling grids.
- Repairs or changes out appliances as needed.
- Repairs and replaces door locks and related hardware.
- Evaluates and repairs concrete structures.
- Assists in preparing annual budget for maintenance or replacement of equipment and supplies.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of facilities maintenance principles and practices.
- Knowledge of best practices and safety procedures.
- Knowledge of HVAC, plumbing, mechanical, and electrical system installation, repair and maintenance principles.
- Knowledge of carpentry repair and construction principles.
- Knowledge of vehicle and equipment maintenance principles.
- Skill in the safe and efficient operation of a variety of hand and power tools.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Plant Operations assigns work in terms of general instructions. The supervisor spot-checks

completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Board of Regents construction manual; the National Electric Code; Occupational Safety and Health Administration guidelines; local, state and national building codes; and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related facilities maintenance duties. The variety of systems to be maintained contributes to the complexity of the position.
- The purpose of this position is to participate in the maintenance of college facilities. Success in this position results in the provision of well maintained, safe and attractive facilities for all college operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, contractors, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, stockroom, warehouse and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with five years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.