



JOB INFORMATION

Job Code	NB23
Job Description Title	Supv, Mechanical
Pay Grade	ST15
Range Minimum	\$51,970
33rd %	\$64,090
Range Midpoint	\$70,160
67th %	\$76,220
Range Maximum	\$88,350
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/17/2022

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	HVAC

JOB SUMMARY

Reporting to the Assistant Director, Property Management, this position manages the mechanical unit, operations, and related contracted services for Property Management servicing University Housing, Campus Dining, and other university partners as required.

RESPONSIBILITIES

- Supervises, organizes, assigns, and directs the efficient work activities of assigned staff. Evaluates the daily activities of staff as it relates to the maintenance, repair, and operations of all mechanical equipment, building systems, Dining facilities and equipment.
- Leads the recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations.
- Develops, implements, and maintains comprehensive mechanical service plans for all Property Management maintained facilities. Tracks and analyzes the quality and timeliness of all operations ensuring that all services are completed accurately and to established standards of quality.
- Establishes and administers programs, procedures, and processes to ensure the safe and timely execution of all work performed by Mechanical personnel. Works with leadership to develop policies and procedures designed to increase production, efficiency, and effectiveness to improve the quality of facilities served.
- Oversees building automation systems in all managed properties ensuring proper operation, maintenance, and repairs. Monitors building automation systems to ensure all building systems are operated in the most economical fashion, emphasizing lowering energy consumption and utility cost savings.
- Works directly with Property Management leadership to develop, implement, and maintain accurate accounting and budgetary records. Develops long-term financial forecasting for mechanical activities across all Property Management maintained facilities. Works directly with Property Management leadership to develop, implement, and maintain all necessary vendor contracts following all university and state financial guidelines.
- Works directly with Property Management leadership to develop, identify, and plan specific renovation and repair activities required throughout all maintained facilities including timeline, design function, material selection, and project budgets.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent	And	8 years of	Experience in commercial and residential building maintenance and repair to include HVAC and refrigeration.	

Substitutions Allowed for Experience	Yes
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Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Must have knowledge of HVAC systems, electrical systems, kitchen and refrigeration systems, comfort cooling principles, plumbing, gas pipe fitting, and pneumatic controls.	And
Understanding of current commercial and residential building codes and practices, including reading, estimating, and approval of construction documents.	And
Ability to schedule, plan, staff, and oversee multiple projects simultaneously including emergency repairs, preventive maintenance, scheduled maintenance, and repairs, renovations and new construction.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	EPA universal refrigerant license	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.