Supervisor, Plant Maintenance

Job Code 50017906

General Description
Responsible for oversight of the maintenance of the Thermal Plants, ensuring parts and supplies are available, maintenance is performed in a timely manner, and ensuring maintenance reports and preventive maintenance records are current.

Examples of Duties
Analyze and update maintenance and personnel records.
Establish and update a preventative maintenance (PM) program.
Supervise and evaluate staff.
Review construction plans and projects regarding electrical AC supply and emergency generators.
 Routinely schedule maintenance and inspect the various plants.
Conduct regular training sessions.
Act as an intermediary with contractors on the university’s behalf.
Conduct preventative maintenance on generators.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- institutional policies and procedures,
- federal and state laws, rules and regulations,
- plant SOP’s and OEM specifications, maintenance methods, techniques for using test equipment and other specialized tools, basic mechanical concepts, and safety practices and procedures and guidelines.
Skill in:
- Preparing documents and evaluations, interacting courteously, directing the work of others,
- establishing rapport with a variety of clients, prioritizing workloads, working as a team member.
Ability to:
- Understand policies and procedures, perform intermediate math, to understand and explain blueprints, schematics, specifications, formulate clear and concise plans and proposals, work under short deadlines, lead and supervise staff, communicate orally and in writing, and operate a computer and related software.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012