Supervisor, Plumbers

Job Code 50019040

General Description
Manage the service and repair of plumbing at the University Building and Properties.

Examples of Duties
Oversee the daily functions of the Plumbing personnel, including scheduling projects, and assigning certain personnel to these projects.
Assist employees in jobs or tasks.
Enforce compliance of all safety rules.
Coordinate effectively with other departments or shops.
Order and obtain parts, supplies and materials.
Inspect work done by employees.
Document recurring issues.
Recommend wage increases and classification changes as merited.
Review documentation: including labor log sheets, vehicle mileage reports, work orders, monthly time sheets.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; tools and vehicles being used during operations; construction standards, codes, laws and regulations.
Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff, coordinating effective management of projects; operating a personal computer and related software; problem solving and decision-making.
Ability to: Read and interpret manuals; perform basic math; delegate responsibilities to others; understand blue prints; diagnose and repair electrical and hydraulic systems; prepare and present material to groups of up to 50 on topics such as safety, and the schedule of how operations will take place.

Educational Experience
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
Must have a State of Texas Journeyman Plumber License.