Supervisor, A/C Mechanics

Job Code 50018973

General Description
Responsible for the safe and efficient operation of the air conditioning, refrigeration, and replaced systems on campus along with evaluating and supervising personnel.

Examples of Duties
Oversee the maintenance of A/C units, refrigeration systems, and replaced systems on campus. Manage records regarding employee labor logs, time sheets, cation, and sick leave reports. Coordinate work of outside contractors on A/C equipment by writing specifications, checking work in progress and scheduling. Design new A/C systems of modifications to existing systems for special projects. Schedule preventative maintenance, minor maintenance, major repairs, call duty and maintain accurate records. Monitor systems operation by checking on PM’s, computer or in person. Supervise A/C Shop personnel. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations. Construction standards, codes, laws, and regulations. Equipment and maintenance vehicles that may be used. Electrical theory, electrician practices and procedures.

Skill in: Basic math and writing skills. Communicating effectively with co-workers and prospective students. Effectively directing the work of others and motivate output. Basic math, and writing skills.

Ability to: Read and interpret documentation, answering phone calls and communicating effectively with crew, and outside contractors. Manage time and crew wisely. Troubleshoot and determine location and nature of malfunction.

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