



DATE ISSUED: 09/14
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Supervisor, Power Plant Maintenance

JOB SUMMARY

Performs responsible supervisory duties relating to the university's environmental control, utility generation and distribution systems. Provides direct oversight of all areas of troubleshooting, and maintenance inherent to the production of steam, chilled water, compressed air, and both central plant and building related mechanical equipment. Work is performed under general supervision with evaluation based on overall plant operational efficiency. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Plant Utilities

Supervises: Power Plant Operators

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Supervises and directs employees and activities involved in the Central Plant.
- Trains employees under charge.
- Responsible for the implementation and execution of work orders as required.
- Advises Assistant Director on best practices and work sequencing in order to assure business continuity while minimizing academic and business disruptions.
- Inspects, investigates, and reviews reports to determine trends in quality and performance of the mechanical building system components.
- Provides emergency maintenance and repair of all plant facilities and equipment.
- Uses electronic diagnostic and troubleshooting techniques to assure that repairs are accurate, necessary, and expedient.
- Advises problem resolutions.
- Provides oversight of contract maintenance and construction personnel to assure that University standards are met.

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- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Initiates requisitions for materials and equipment.
- Maintains and tracks worked hours for employees under charge.
- On-Call and emergency management protocols are required.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. State certification and/or some college course work preferred.

EXPERIENCE

Eight years power plant and HVAC experience at the supervisory or management level. Strong maintenance background, including preventative maintenance systems.

REQUIREMENTS

EPA CFC Levels I, II, and III License. Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of and ability to work on HVAC-R systems and components.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to plan, implement, evaluate, and report activities in the area of mechanical trades management.
- Ability to understand and work from sketches, blueprints, and specifications, and the ability to understand complex designs.
- Ability to establish and maintain effective work relationships.

- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to effectively communicate, both in person, orally, in writing, and by telephone.
- Ability and skill to safely operate a golf cart or university vehicle.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to occasionally lift and/or move up to 50 pounds. The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. Work is performed in a Plant environment. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.