

## POSITION DESCRIPTION

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**TITLE: Supervisor of Mechanical, Electrical, and Plumbing (MEP) Trades - (Exempt)**

### **Collective Bargaining – Ineligible – Supervisory**

**Definition** - The Board approved definition of a supervisory employee is an employee who has the authority to hire, transfer, suspend, lay off, recall, promote, terminate other employees, or who effectively recommends such an action and if that action is not of a merely routine or clerical nature but requires the use of independent judgment.

**This is a supervisor position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Supervisor of Mechanical, Electrical, and Plumbing (MEP) Trades is an exempt position in the building construction and HVAC trades. This position reports directly to the Manager of Mechanical Trades of the Physical Plant. This position is a working supervisor and oversees the MEP trades, helps to maintain, and operate the building HVAC systems, along with work scheduling, employee performance documentation, materials and job layout, conducts hands on work and any other duties as required or related to the mechanical, electrical and plumbing trade's fields. Must possess strong technical, supervisory and organizational skills in work productivity and serves as a first line quality control inspector. Ability to meet deadlines and work within short time frames will be required. The Supervisor of MEP Trades shall be required to serve on "The Manager on Call Rotation" and may also be required to respond to campus when needed in accordance with current policies and procedures. The incumbent is designated as an "essential" employee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following and applying the policies and procedures as defined in the "Memorandum of Understanding" and/or the "Employee Handbook".
- Provides recommendations on disciplinary actions, evaluations and termination of trades' employees.
- Monitors heating fuel levels and prepares weekly reports.
- Directs and supervises the Physical Plant MEP trades personnel, trades related work and assists in inclement weather recovery operations.
- Estimates time, materials and schedules for repairs, preventive maintenance and projects from work orders.
- Schedules preventive maintenance and follow up reports.
- Responsible for training and procedures involving safety in the required trades.

## **Position Description**

### **Supervisor of Mechanical, Electrical, and Plumbing (MEP) Trades**

#### **Page 2**

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- Receives daily work assignments, answers requests of the College community and sees that the requests are handled quickly, efficiently and in the best interest of the College and the requestor.
- Maintains tools, equipment, and shop area.
- May on occasion meet and work with various contractors on small projects generally generated by the work order process to ensure work is on schedule and in compliance with specifications.
- Works with the Manager of Mechanical Trades in establishing budget and needs for the trade's division.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to follow oral and written instructions.
- Ability to supervise and motivate workers.
- Knowledge of safe operation of tools and equipment.
- Knowledge of the building and mechanical trades, including plans and specifications.
- Must be able to read trade-related building electrical, mechanical, and plumbing drawings and internal wiring schematics.
- Possess strong supervisory and organizational skills.
- Ability to translate instructions to workers with positive results.
- Ability to communicate with the College community in a manner that is not only positive but also productive and in the best interest of all concerned.
- Reviews, organizes, and plans work orders for assignment utilizing computer work order systems.
- Ability to routinely perform 24-hour on call and off hour duty including evenings, weekends and holidays and to respond to emergency situations on a 24-hour on-call basis

#### **MINIMUM QUALIFICATIONS:**

- Education: High school diploma or equivalent.
- Experience: Seven (7) to ten (10) years' experience in the building and mechanical trades which can include either mechanical, electrical or plumbing, two of which must be in a supervisory or foreman capacity. Completion of an accredited trade or vocational school can be used for up to two year's credit for experience.
- State Certified Journeyman's license or equivalent.

**Position Description**  
**Supervisor of Mechanical, Electrical, and Plumbing (MEP) Trades**  
**Page 3**

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- Working knowledge of building heating, cooling, and control systems.
- General knowledge of building construction trades.
- Thorough knowledge of OSHA and EPA regulations relative to plant operation and maintenance.
- Working knowledge of Microsoft Office programs and applications.
- Must possess a valid driver's license.
- Must be able to lift approximately fifty (50) pounds.
- Ability to use ladders and scaffolding to work at heights up to approximately thirty (35) feet.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.