



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Supervisor, Central Plant Maintenance

### **JOB SUMMARY**

Performs responsible supervisory duties in the area 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:* Supervisor, Central Plant

*Supervises:* Central Plant Operators

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

Assists in the supervision and direction of all employees and activities involved in the Central Plant.

Trains employees under charge.

Responsible for the implementation of work orders as required.

Advises supervisor on best practices and work sequencing in order to minimize 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 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.  
Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required. State certification preferred.

### ***EXPERIENCE***

Eight years technical and/or supervisory experience in the mechanical trades field.

### ***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.

### ***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 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.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; crawl; kneel; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders and scaffolding; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel. 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**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*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:** \_\_\_\_\_

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or 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.***