



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

JOB DESCRIPTION

TITLE

Assistant Supervisor, Central Plant Operations

JOB SUMMARY

Performs responsible supervisory duties in ensuring the proper operation of the Central Steam and Chilled Water generating and distribution plant. Oversees the water treatment program associated with the Central Plant boilers, chillers and cooling towers to assure system integrity and minimize chemical cost. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. 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: Power 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.

Ensures all safety codes and standards are followed.

Assures that weekly inspections are performed on all HVAC equipment in the Central Plant as well as all campus buildings and steam tunnel-piping systems.

Directs operational activities relating to industrial boiler and chiller equipment in a central plant environment.

Maintains a high quality water treatment system for maximum efficiency and equipment integrity.

Assures that the infrastructure system within the plant and tunnels are maintained at an effective level of readiness.

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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

Maintains and updates all training folders for the Central Plant personnel.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. State certification preferred.

EXPERIENCE

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

REQUIREMENTS

Freon recovery certification required. 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 oversee several functions at the same time.

Ability to understand and work from sketches, blueprints, and specifications, and the ability to understand complex designs.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to effectively communicate in person, orally, in writing and by telephone.

Ability to use a personal computer and other office equipment.

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 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.

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Employee Signature: _____ **Date:** _____

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, 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.