

**Skilled Trade Supervisor
New Hanover County Schools**

Job Description

Class: Administrative

Dept: Maintenance Operations

TITLE: Skilled Trade Supervisor

QUALIFICATIONS:

1. Bachelors' degree in mechanical, electrical engineering or Business Administration or equivalent.
2. Five to six years' experience overseeing multiple trade areas in maintenance operations setting.
3. Environmental Protection Agency (EPA) certification preferred.
4. Valid North Carolina Electrician's License preferred.
5. Valid North Carolina driver's license required.

REPORTS TO: Director of Maintenance Operations

JOB GOAL: To provide leadership and oversight of building system integration, including HVAC, electrical and plumbing. To diagnosis root causes and provide resolution and preventive maintenance of multiple building systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations, and ensure staff follows departmental procedures and New Hanover County Schools' policies.
2. Interpret data and reports and make recommendations for improvement to and/or replacement of systems, instruments and equipment for energy management to ensure operations at peak efficiency and economical levels.
3. Assume management responsibility for all services related to building system integration (HVAC, electrical and plumbing); provide technical assistance.
4. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

5. Select, train, motivate, and evaluate personnel in proper operation and utilization of systems; provide direct staffing assistance to the Director of Maintenance Operations and other staff in the review, analysis, and reporting of service information.
6. Lead projects and personnel in problem solving, operations management and team building; oversee other employees and/or contractors in preventative and predictive maintenance.
7. Read and understand blueprints, diagrams, mechanical specifications, sketches and written and verbal instructions.
8. Respond to and resolve difficult and sensitive inquiries and concerns from the organization's staff, provide daily leadership and work with staff to ensure high performance and a customer-oriented work environment that supports achieving the organization's mission, objectives, and values.
9. Interpret and communicate technical information to personnel with different levels of technical knowledge.
10. Prepare and submit, to the Director of Maintenance Operations, weekly work summary reports, along with periodic and special reports as needed.
11. Serve as the lead for investigating and implementing recommended energy conservation measures. Serve as technical advisor to management on building operational and maintenance issues relating to areas of expertise.
12. Research new operational methods, techniques, and equipment and recommend application(s).
13. Willing to be on-call in case of emergency.
14. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year / At Will / FLSA Exempt

Starting Salary and/or Grade: Grade SA2

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Management skills to analyze programs, policies and operational needs.
- Demonstrate functional knowledge of and ability to interpret, explain, enforce and apply pertinent federal, state, and local laws, codes, and regulations.
- Demonstrate considerable functional knowledge of the practices, methods, materials and equipment used in the maintenance and repair of: HVAC equipment and controls systems; electric instruments, apparatus and equipment; and plumbing systems and hardware.
- Considerable computer skills including functional knowledge of spreadsheets and databases.
- Extensive functional knowledge of energy management and conservation methods.
- Functional knowledge of the practices, procedures, materials, and equipment used in an energy management system.
- Functional knowledge of the principals of energy-using systems installed in buildings.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, recommend the best options, and implement approved solutions in support of organizational goals.
- Ability to research, analyze and evaluate service delivery methods and techniques.
- Good communication skills, oral and written, with different educational levels of personnel.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.