

Skilled Trade Supervisor
New Hanover County Schools

Job Description

Class: Administrative

Division: Operations

Dept: Maintenance

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 HVAC H-2 and 3 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 all mechanical, electrical and plumbing trades. To diagnose root causes and provide resolution and preventive maintenance of multiple building systems. Review plans, liaison with shareholders, provide scope and estimates for contracts concerning replacement and repair of equipment.

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 in accordance with local, state and federal guidelines.
2. Interpret data and reports and make recommendations for improvement to and/or replacement of systems, instruments, and equipment to ensure effective and efficient operations of district assets.
3. Develop long-range strategic plans to ensure maintenance requirements are accomplished.
4. Assume management responsibility for all services related to building system integration (HVAC, electrical, and plumbing), providing technical assistance as needed.

5. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
6. Continuously work on process improvement and department efficiencies to include recommendations to improve methods, equipment performance, overall work quality and use of equipment.
7. Lead projects and personnel in problem-solving, operations management, and team building; oversee other employees and/or contractors in preventative and predictive maintenance; provide scopes for maintenance contracts.
8. Read and understand blueprints, diagrams, mechanical specifications, and sketches, and develop scopes of work and estimates for complex mechanical systems.
9. Manage activities of foreman and technician staff to include evaluation and recommendations for recognition and discipline, overall performance management, training and development; proactively analyze and resolve work issues; and develop incentive and retention plans to best achieve Maintenance Operations goals.
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 technical advisor to management on building operation 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 of Maintenance Operations.

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.
- Functional knowledge of the practices, procedures, materials, and equipment used in mechanical, plumbing, and electrical systems.
- Functional knowledge of system principles installed in buildings.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, recommend the best options, and implement approved solutions supporting organizational goals.
- Ability to research, analyze and evaluate service delivery methods and techniques.
- Demonstrate strong verbal and written communication skills along with strong math, organizational, and analytical skills.
- Ability to exceed all targets by demonstrating high energy and extraordinary, natural leadership.
- Ability to be an aggressive self-starter to naturally aspire to surpass benchmarks, exceed goals, and understand team results are directly affected by passion, commitment, resourcefulness, resilience, and leadership.
- Superior relationship-management skills in order to excel at developing, inspiring, and influencing others without sacrificing accountability.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.