

# FIELD SUPERVISOR OF MEP (Mechanical,

# Electrical, Plumbing) SERVICES



## Maintenance Services Department

### **Purpose:**

The Field Supervisor MEP (Mechanical, Electrical, Plumbing) Services helps ensure the maintenance and operations of District facilities are performed by overseeing the daily operations of the District's Trades staff and the consistent application of established District standards and compliance to all applicable codes.

**Reports to:** Maintenance Services Supervisor

### **Nature & Scope:**

The Field Supervisor of MEP (Mechanical, Electrical, Plumbing) Services performs work of a recurring nature under general supervision. The nature of the work requires adherence to established policies, procedures and regulations. The work requires regular independent judgment and coordination of the work of District employees. The incumbent interfaces with District leadership, school administration and staff, and outside professionals. The incumbent supervises multiple direct reports within the Maintenance Services Department.

### **Essential Job Functions:**

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Plans, assigns, coordinates, and oversees work of district staff as it relates to the district's mechanical, electrical, and plumbing systems.
3. Plans, coordinates, and oversees work by contractors as it relates to the district's mechanical, electrical, and plumbing systems.
4. Directs the daily operations of district staff, ensuring the orderly, safe, timely and efficient operations of Electrical, Mechanical, and Plumbing teams.
5. Ensures compliance with District standards and other applicable codes and standards, including communicating expectations of routine operating procedures, practices, techniques, and policies.
6. Performs periodic inspections of District facilities to monitor crew performance and ensure District- wide consistency.
7. Provides training and direction to ensure standardization of techniques and best practices.
8. Ensures adequate staffing to meet department performance targets by establishing proper work schedules, timelines, assignments and priorities.
9. Responds to maintenance issues and complaints.
10. Evaluates staff performance, including the conduct of employee performance reviews in collaboration with other school and District staff.

11. Recruits and hires staff for open positions. Offers expertise in facilities maintenance matters to District committees, citizen groups and public meetings.
12. Assists District-level maintenance or custodial supervisors in the development of departmental budgets, operating structures, facilities planning and long-range departmental planning.
13. Assumes leadership roles in various special projects, which may include staff training, equipment purchases and maintenance, implementing seasonal programs and documenting new procedures.
14. Resolves personnel issues.
15. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
16. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

*The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.*

### **Required Qualifications:**

1. Bachelor's Degree related to Facilities Maintenance, Construction, Mechanical, or Electrical field
2. In lieu of #1:
  - a. Journey level HVAC Tech and possess a minimum Oregon Limited Maintenance Electrical license; or
  - b. Oregon or Washington General Journeyman Electrician
3. Must possess 3 years of Trades leadership work experience.
4. Must possess excellent written and oral communications skills.
5. Must possess valid Oregon or Washington driver's license.

### **Working Conditions:**

The Field Supervisor works primarily indoors in a variety of District buildings; however, some work will be required outdoors. The incumbent will be regularly exposed to odors, fumes, dirt and dust. Other potential hazards include but are not limited to chemicals, communicable diseases, sharp objects, electrical and/or motorized equipment and slippery surfaces. The incumbent must be able to stand, walk, sit, push, pull, bend, stoop, kneel, reach, write, speak and hear. Lifting, carrying, pushing and pulling of objects weighing up to 75 lbs. will occasionally be required. The work requires regular focus on a computer screen and the ability to drive between various District sites. Most of the work will be conducted during normal business hours, but some attendance at meetings or other activities will be required outside those hours.

**Employee Calendar(s):** 12-month

**Bargaining Unit:** Non-represented

**FLSA Status:** Exempt

**Compensation:** Conc 12

**Date Approved:** June 25, 2024

**Date Revised:** May 5, 2026

*Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.*

## Field Supervisor MEP (Mechanical, Electrical, Plumbing)

### Physical Requirements

In an 8-hour workday, this job requires the following

NA – Not Applicable

R – Rarely (less than .5hrs per day)

O – Occasionally (.5-2.5hrs per day)

F – Frequently (2.5-5.5hrs per day)

C – Continually (5.5-8hrs per day)

| Physical Requirements       | NA | R | O | F | C |
|-----------------------------|----|---|---|---|---|
| Sitting                     |    |   | O |   |   |
| Stationary Standing         |    |   | O |   |   |
| Walking (level surface)     |    |   |   | F |   |
| Walking (uneven surface)    |    |   | O |   |   |
| Crawling                    |    | R |   |   |   |
| Crouching (bend at knees)   |    |   |   | F |   |
| Stooping (bend at waist)    |    |   | O |   |   |
| Twisting (knees/waist/neck) |    | R |   |   |   |
| Turn/pivot                  |    | R |   |   |   |
| Climbing (stairs)           |    |   | O |   |   |

| Physical Requirements                       | NA | R | O | F | C |
|---------------------------------------------|----|---|---|---|---|
| Climbing (ladder)                           |    | R |   |   |   |
| Reaching overhead                           |    |   | O |   |   |
| Reaching extension                          |    |   | O |   |   |
| Repetitive use arms                         |    |   | O |   |   |
| Repetitive use wrists                       |    |   | O |   |   |
| Repetitive use hands grasping               |    |   | O |   |   |
| Repetitive use hands squeezing              |    |   | O |   |   |
| Fine manipulation                           |    |   | O |   |   |
| Using foot control                          |    |   | O |   |   |
| *Pushing/Pulling<br>Max wt: <b>75</b> lbs.  |    |   |   |   | C |
| *Lifting/Carrying<br>Max wt: <b>75</b> lbs. |    |   |   |   | C |

\*Identify items typically moved: Boxes, office equipment

### EMPLOYEE WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance.
- B. Follow site and/or District protocol for reporting absences.
- C. Follow all District policies, work procedures.
- D. Follow all reasonable requests/instructions by proper authority.
- E. Maintain the integrity of confidential information relating to students, staff, and District operations.
- F. Work independently in the performance of routine duties.

- G. Make sound decisions.
- H. Participate in required meetings and trainings related to the position.
- I. Maintain required licenses/certifications and successfully complete required trainings for the position.
- J. Utilize the District's electronic systems and applications related to the position.
- K. Dress in a professional and appropriate manner for the assignment and work setting.
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
- M. Cultivate and model a respectful working and learning environment.
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator.

**Note:** The description contained herein reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform duties of other positions at the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

**Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Beaverton School District provides equal access to individuals with disabilities.**

**EMPLOYEE STATEMENT:**

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name:

Employee Signature:

Date: