

STOCKTON UNIFIED SCHOOL DISTRICT

PLUMBING-HVAC-EMS SUPERVISOR

**DEFINITION**

Organize, schedule, assign and monitor work in plumbing, heating, air conditioning, energy management system and refrigeration maintenance; maintain supervisory records; order materials and supplies; oversee complex skilled trades work; and perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Mechanical Division Manager, and exercises general supervision over Plumbers, HVAC Mechanics, EMS Technicians and Assistants in these trades.

**REPRESENTATIVE DUTIES:**

*Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but is intended to accurately reflect the principle job elements including but not limited to:*

Review work orders in plumbing, HVAC and EMS; assess priorities and schedule accordingly; assign jobs to workers. (E)

Make estimates on time and materials costs for work order jobs. (E)

Assist in job planning; order materials and estimate labor requirements. (E)

Lay out work to be done, calculate/size equipment and service lines related to HVAC and plumbing systems. (E)

Provide technical guidance and review of plumbing, HVAC and EMS construction documents. To include print, specifications and submittal review related to District projects. (E)

Meet and coordinate with any outside contractors in plumbing, HVAC and EMS systems; coordinate projects with other departments in the Maintenance and Operations, Facilities Planning Division and all site designees as needed. (E)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job. (E)

Inspect completed jobs; identify additional work required. (E)

Maintain inventory of stock. (E)

Oversee difficult and complex plumbing and HVAC work as required. (E)

Assist managers and administrators with assessment of site needs and establishment of a written agreement of work to be done in a set time frame; coordinate projects with other sections in Facilities Services. (E)

Assess job priorities and assign work; inspect and review completed jobs with the site administrator. (E)

Evaluate and prepare comprehensive reports concerning the efficiency and effectiveness of assigned staff; assist with specific studies as directed. (E)

Assist with the resolution of student, parent and community complaints regarding assigned staff. (E)

Meet and coordinate with outside vendors; obtain quotes and bids (*E*)

Make estimates on time and material costs for work order jobs (*E*)

Assist in the job planning; order materials and estimate labor requirements. (*E*)

Meet and coordinate with any outside contractors in (Skilled Area); coordinate projects with other sections in the facilities division and all site designees as needed. (*E*)

Keep records of hours worked; schedule vacations; maintain records of work activity (*E*)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job (*E*)

Ensure that equipment is safe and in operating order. (*E*)

May assist in the preparation and monitoring of the department (*E*)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs (*E*)

Provide for the safety of workers and others at school sites including training staff to report safety hazards (*E*)

Participate in the selection, hiring, training, supervision and evaluation of permanent and probationary staff members (*E*)

Oversee difficult and complex skilled trades work as required (*E*)

Maintain regular and prompt attendance in the workplace. (*E*)

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of plumbing, heating, air conditioning, building management systems and refrigeration; methods, equipment, tools, and materials used in these trades
- Methods, equipment, and tools used in general construction and maintenance
- Techniques of work scheduling and organization
- Principles and practices of supervision, communication and training
- Field engineering and common construction practices related to the plumbing, HVAC and EMS fields.
- Plumbing and HVAC needs of a school district
- Personnel rules and procedures of the District
- Safe work practices knowledge of CAL OSHA and NFPA 70E.

### Ability to:

- Oversee the of others
- Keep records neatly and accurately
- Competency in reading construction prints and schematics.
- Organize and schedule jobs; assess job priorities; order supplies properly and accurately
- Evaluate the plumbing and HVAC needs of district buildings and equipment
- Monitor job progress, inspect completed job for quality of work
- Provide training to less experienced staff
- Oversee complex plumbing and HVAC work

- Ability to develop and implement a preventative maintenance plan for the Districts plumbing and HVAC systems.
- Efficiently operate a personal computer, knowledge of basic operating programs and the ability to train staff to use the Districts work order processing software.
- Physical capability sufficient to perform job tasks

#### EXPERIENCE AND EDUCATION

- Any combination of education, training and/or experience equivalent to a high school graduation; plus completion of a minimum of four years of classroom and field work in a certified technical school or state indentured apprenticeship program totaling a minimum of eight years of experience as a construction and/or maintenance HVAC Technician and/or Plumber. In addition: Two (2) years of supervisory experience or completion of an accredited course in supervision, this may be part of the overall eight years of experience.
- Graduation from an accredited apprenticeship is highly desirable

#### LICENSE OR CERTIFICATES

- Possession of a valid California driver's License
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

#### WORK ENVIRONMENT:

- Indoor and outdoor work environment
- Regular exposure to fumes, dust and odors
- As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.
- Enclosed work spaces

#### PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- Sit for extended periods of time.
- See with/without assistive devices sufficient to perform assigned duties.
- Lift and/or carry up to 90 lbs up to 100 feet.
- Climb ladders and work from heights.
- Push/pull up to 90 lbs. up to 100 feet.
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above and below the shoulders and horizontally.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

#### HAZARDS:

- Natural gas
- Exposure to heat and cold from heating and cooling systems.
- Welding flame
- Working on ladders.
- Energized circuitry.
- Working in trenches.
- Hazardous materials

