

SUPERVISOR - ELECTRICAL/MECHANICAL/HRVAC/ENERGY SERVICES *

Function of Job:

Under general supervision from a designated supervisor, supervise work of personnel responsible for installation operation, servicing and repair of electrical, mechanical, refrigeration, air conditioning and/or heating/plumbing systems and associated equipment, as applicable.

Characteristic Duties and Responsibilities:

1. Plan, evaluate and supervise work of assigned personnel and/or perform duties required for the installation, operation, servicing and repair of electrical, mechanical and/or heating/plumbing systems and associated equipment, as applicable.
2. Assure that recognized procedures and techniques are followed.
3. Confer with and/or advise college/university personnel, utility company officials and contractors on the installation and/or operation of equipment.
4. Advise assigned personnel on equipment installation and operation, causes of breakdown, and extent of repairs required.
5. Make recommendations for retirement or rehabilitation of present equipment or purchase of new equipment.
6. Supervise or conduct operating tests on repaired components, assuring that required adjustments or corrections are made for proper functioning.
7. Supervise work methods in compliance with directions/operations requirements as well as conformity to National Electrical Codes and applicable safety standards/codes.
8. Verify/approve material requisitions of employees supervised and approve time cards.
9. Coordinate activities of operations with those of other trade shops, outside vendors and contractors.
10. Training to maintain and update skills.
11. Perform other duties as assigned.

Minimum Acceptable Qualifications:

1. Technical/vocational school graduation or equivalent.
2. Possession of appropriate license(s) if required by law.
3. Four years experience at the journey level, including some supervisory experience.
4. Sound knowledge of assigned equipment, systems, materials, methods and hazards of the trade.
5. Ability to read and understand specifications, blueprints and drawings related to assigned equipment and/or systems.
6. Must be knowledgeable of codes and ordinances involving work to be performed.
7. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.
8. Valid motor vehicle operator's license if required.
9. Current NH Electrician license.
10. EPA Universal refrigerant transition/recovery certifications, if required.
11. Computer skills as required by department.
12. Must be able to wear and use appropriate personal protective equipment, as necessary (including respirator, subject to pulmonary test).

6/30/05 _____
System Approval
5/27/05 _____
Effective Date

*Revised - Original approved 1/5/79 as "Supervisor-Mechanical Services", revised 5/22/90 and 12/5/94 as Supervisor – Electrical/Mechanical Services

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.