

NOTICE OF VACANCY

Position Title: (Mechanical) Maintenance Supervisor

SALARY: \$50,000 annually

REPORTS TO: VP of Business and Finance

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time; FLSA Exempt

HOURS: Monday-Friday; 8:00 AM to 5:00 PM; Flexibility outside of normal work hours may be required, including overtime, depending on department needs.

START DATE: January 1, 2025 or negotiable

SUPERVISORY DUTIES: Maintenance and physical plant staff

POSITION SUMMARY: The Maintenance Supervisor is responsible for the overall maintenance operations in HVAC, plumbing, electrical, and steam plant for mechanical systems maintenance/repair work, and special projects, and oversees the staff within these areas. This position is governed by state and federal laws and institutional policy.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversee HVAC, plumbing, electrical, and other miscellaneous repairs on buildings across campus.
- Oversee the maintenance and operations of university boilers and chillers.
- Analyze work orders and prioritize repairs.
- Identify systems and equipment malfunctions and coordinate repairs with other trades as needed.
- Receive, respond, and follow through with written and oral instructions from the Vice President for Business and Finance.
- Communicate effectively with other staff, contractors, vendors, students, and faculty regarding needed repairs and work order status.
- Respond to/delegate emergency calls 24/7 as needed. Work overtime on evenings and weekends when needed.
- Provides supervision to all HVAC, electrical, plumbing, and maintenance repairmen and staff by establishing work schedules, assigning specific duties with detailed instructions, and reviewing work performed on a regular basis to ensure adherence to deadlines and proper procedures.
- Interviews applicants and recommends the hiring, training, and performance evaluation of skilled workers in the areas of: HVAC, electrical, plumbing, boiler operations, and general maintenance.
- Supervises preventive maintenance activities and repairs.
- Responsible for routine heating, cooling, and electrical inspections.
- Develops annual preventative maintenance schedules, receives work orders, and assigns to the staff for completion.

- Coordinates the work of employees and outside contractors, including requisitioning supplies and tools, maintains inventory, as needed, and reviews completed contracted work.
- Provide in-service employee training on equipment, safety, and procedural changes.
- Conducts on-site inspections to ensure quality of work, determines maintenance requirements, and complies with safety regulations.
- Monitors safety and security checks on safety systems such as emergency lights, smoke alarms, and fire extinguishers.
- Creates and updates all university policies and procedures on HVAC, plumbing, electrical, and general mechanical maintenance.
- Performs other duties as assigned.

SKILLS & ABILITIES:

- Broad knowledge of institutional maintenance techniques and equipment.
- Knowledge of inventory control techniques.
- Broad base of knowledge and skills related to plumbing, HVAC, electrical, and maintenance operations.
- Knowledge of supervisory practices and procedures.
- Ability to operate, maintain, and perform minor repairs on various types of electrical and mechanical equipment.
- Ability to conduct on-site inspections to determine compliance of work with departmental standards and regulations.
- Ability to plan, organize, and oversee the work of lower-level supervisors, and skilled and semi-skilled workers.
- Ability to maintain adequate supplies and inventory records.
- Good understanding of institutional maintenance operations.
- Good basic reading, writing, math, administrative, and supervisory skills.
- Ability to work cooperatively with a wide variety of university personnel as well as outside vendors and contractors.

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- A formal education, Technical School, certification, training, or apprenticeship beyond high school is required.
- A minimum of 5 years of experience in one or more skilled trades with a strong background in HVAC systems or plumbing, utility operations, and maintenance.
- Must obtain boiler operator's license.
- Ability to work overtime or flexible schedule depending on department needs.
- Must have a valid Oklahoma Driver's License.

PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Journeyman-level licensing in HVAC, plumbing or electrical trade.
- Experience with digital control systems programming and maintenance.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physical ability to: climb tall ladders and stairs, lift 60 - 75 pounds, work in confined space or crawlspace, and sit or stand for two hours.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Specific vision abilities required by this job include close vision.
- Walking long distances.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment may vary extremes based on specific tasks.
- Ability to work in various environmental conditions, including exposure to extreme heat, cold, and other weather conditions, as required by the nature of the job.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.