Saint Michael’s College
Job Description

Job Title: Supervisor of Technical Trades-Plumbing/HVAC

Department: Facilities

Supervisor or Manager: Associate Director of Facilities/Technical Trades

Date Created: 12/13/05       Last Revised: 12/13/05       FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Campus plumbing and HVAC systems are fully operational
- All paperwork necessary for operation of the department is completed
- Inventory levels are maintained
- Campus building systems are documented
- Daily work orders are completed in a timely manner
- A comfortable environment for the campus is maintained
- Rotational 24/7 emergency response for Technical Trades is provided
- Functionality of Food Service equipment is supported
- Electrical technicians are assisted as needed/assigned
- Effective communication with the campus community is achieved

Essential Duties and Responsibilities:
- Prioritizes, plans and assigns work to department employees
- Records and submits all time sheets, leave requests and/or other required paperwork for shop personnel
- Leads lower level technicians in troubleshooting, diagnosis, and repair of commercial air conditioning and multi-zone heating and cooling systems that incorporate pneumatic, digital, and central energy management system controls
- Hires and supervises outside vendors and contractors for small projects
- Develops plumbing, heating, ventilating, and air conditioning system modifications
- Plans and estimates jobs for remodeling activities including the installation of new or expansion of existing HVAC/Plumbing systems
- Creates, administers and implements preventative maintenance program for shop
- Researches, estimates and recommends deferred maintenance
- Interprets “as-built” building blueprints and recommends system modifications in accordance with applicable regulations
- Researches and selects materials for plumbing and HVAC systems’ installation, repair, and maintenance
- Orders and maintains parts and material inventories necessary to provide 24/7 service
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices
- Coordinates all work with other trades and departments
- Implements the maintenance, repair and replacement of:
  - air-moving heating, cooling, humidification, and filtering equipment; systems such as fans, heat pumps, fan coil units, rooftop package air conditioning units, computer room cooling units, electronic and pneumatic modulating thermostats, humidistats, duct stats, pressure/volume controls, window AC units
  - potable water systems made from metal or plastic, including piping and related supports, fixtures such as faucets and toilets, fittings, pumps, hot water tanks, valves, meters, backflow preventers, control (e.g., regulators, and related equipment such as drinking fountains, hot water heaters, heat exchangers softeners, de-mineralizers, distillers, booster pumps and safety showers
  - low pressure boilers used for heating/cooling of air and their combustion and control systems
  - equipment related to heating and cooling, such as air compressors, air dryers, and associated controls
  - hot water, condenser, and chilled water systems, including pumps, control valves, heat exchangers, cooling towers, and related controls

Page 1 of 4
o air conditioning equipment of the reciprocating, centrifugal, and absorption types, including related electrical motors and their respective controls
o sewage and storm water systems made from metal or plastic, including piping, vents and required supports, for liquids such as sewage, storm runoff, acids, solvents, and other lab wastes; and including such equipment as dilution basins, grease traps and neutralization tanks
o commercial kitchen equipment and appliances such as ovens, coolers, dish machines, steamers, slicers, grills, hot wells, fryers, pizza ovens, etc.
o appliances in student housing such as refrigerators, ranges and microwaves in conjunction with Electrical Shop
o sprinkler systems, including sprinkler heads, control valves, pumps and fixtures
o fume hood components

• Manages, operates, and repairs energy management building system that controls heating and cooling systems; performs major component replacement work, monitors and adjusts system set points and output using remote computer links to the building's programmable logic controls
• Ensures the proper operation of all personnel and stock elevators; performs minor repairs, contacts appropriate vendors for service
• Cross-trains other technicians in the department (Electricians) and receives training in their discipline
• Performs minor installation or modification of all plumbing and HVAC systems
• Assists with the maintenance and repair of fire alarm systems and electrical systems as needed

Secondary Responsibilities:
• Interacts with campus utility suppliers
• Checks building fuel tank levels
• Covers window A/C units in the winter
• Performs daily testing, as well as maintenance and cleaning, of the pool
• Repairs commercial laundry equipment
• Performs miscellaneous job-related duties as assigned

Positions Supervised:
• Technical Trades Technicians-Plumbing/HVAC (4+)
• Work-study students
• Temporary summer employees

Major Contacts:
• Faculty/staff/students
• Priests
• Code officials
• Visitors
• Food Service workers
• Vendors/sub-contractors
• Insurance inspectors
• Consultants

Demonstrates Excellence:
• Demonstrates superior knowledge of craft as evidenced by quality of work and understanding of campus systems
• Continues growth in position by mastering new job tasks as assigned
• Exhibits ease with and ability to work with a diverse community
• Completes projects/work on time, on budget and with customer satisfaction
• Achieves accreditation, certification and/or licensing in job-related fields such as Gas, Fire Alarm, Building Occupancy and Generators
• Displays flexibility with work load and schedules
• Pays careful attention to the details of a project and emphasizes the importance of this all who are involved
• Communicates well and provides thoughtful, motivating and positive leadership to staff
Education and Work Experience:
• High school diploma plus some post-secondary education, work experience, or specialized training
• Master’s level State of Vermont Plumbing/HVAC license
• 2-4 years in a supervisory position
• 2-4 years in a maintenance environment
• Previous experience with energy management building systems preferred

Analytic Skills:
• The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:
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<th>Microsoft Word</th>
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<th>___ working knowledge</th>
<th>___ intermediate</th>
<th>___ highly proficient</th>
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<tbody>
<tr>
<td>Microsoft Excel</td>
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<td>___ working knowledge</td>
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<tr>
<td>Microsoft Publisher</td>
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<td>___ working knowledge</td>
<td>___ intermediate</td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
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<td>None</td>
<td>___ working knowledge</td>
<td>___ intermediate</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
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<td>___ highly proficient</td>
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<tr>
<td>Adobe Photoshop</td>
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<td>___ intermediate</td>
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<tr>
<td>Adobe Acrobat</td>
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<td>None</td>
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<td>Quark</td>
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<tr>
<td>Internet Research</td>
<td>___ None</td>
<td>___ working knowledge</td>
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Other:
Energy Management System-highly proficient
School Dude-highly proficient
Equipment Computer Systems (Boilers, Variable Frequency Drives)-highly proficient
Fire Alarms Systems-intermediate

Licenses, Certifications and Other Requirements:
• Vermont State Master Plumbing License
• Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical non-office environment requiring:
• Standing and/or walking for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Basic agility for lifting and maneuvering large amounts of weight
• Communication skills using the written and/or spoken word
• Vision sufficient to see objects within normal parameters, peripherally and at a distance
• A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
• Some degree of exposure to physical risk

While performing the duties of Supervisor of Technical Trades, Plumbing/HVAC the employee is required to lift 26-50 pounds and may be occasionally required to lift and/or move over 100 pounds.

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 a disability to perform the essential functions.
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Additional Requirements for the Job:
• Must be able to commit to a full-time working supervisor position: 60% Supervisory/40% Field
• Availability for mandatory “on call” rotation to cover 24/7 emergency response and irregular hours
• May require use of personal vehicle
• Must be trained to work from the SMC Genie personnel lifts and the JLG boom lift; requires working at heights up to 60’
• Ability to tolerate a work environment involving exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment; exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, tight working spaces, and/or loud noises
• Capacity for considerable physical activity/work, which is primary part of the job
• Knowledge of federal, state, and local codes specific to the trade
• Ability to use meters, hand and power tools applicable to trade
• Must receive all mandatory training as required under State and Federal laws for the following:
  o Asbestos
  o Ergonomics
  o Personal Protective Equipment
  o Blood Borne Pathogens
  o Lock Out/Tag Out
  o Respiratory
  o HazCom
  o Confined Space
  o Universal Waste
  o Fire Extinguisher
  o Driver’s Training

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.