



University System of Maryland Job Class Specification

TITLE: MT MECHANICAL TRADES SUPERVISOR I
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: 49-1011

JOB CODE: N13MQ1
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHP MNT

APPROVED BY: Chancellor's Designee:
DATE: 09/01/07

James Sansbury, Associate VC Financial Affairs/Human Resources

EFFECTIVE

JOB SUMMARY

Under general supervision, provides first level administrative and technical supervision of the general and daily operations of a small to medium sized mechanical trades unit. Incumbents at this level typically supervise Trades Chiefs and do not regularly perform trades work.

PRIMARY DUTIES

1. Plans, organizes, assigns, and reviews the technical maintenance work and installation services rendered by unskilled, semi-skilled, and skilled workers assigned to multi trade work team(s).
2. Supervises and trains assigned personnel. Performs on-the-job training and participates in performance management process.
3. Assists in budget projections, budget preparation and departmental planning for area of responsibility.
4. Recommends and oversees internal operating procedures.
5. Reviews work orders; determines work priority and makes appropriate personnel assignments; makes recommendations regarding work that falls outside the scope of the shop and suggests alternatives for timely and appropriate completion.
6. Ensures adequate supplies, materials, and equipment are maintained for area(s); initiates and/or prepares documentation related to purchase transactions; recommends and supervises vendors; oversees the ordering process.
7. Performs estimates of time, labor, and materials to be used on assigned projects. Prepares contractual specifications for construction, renovation, or overhaul work to be done by outside contractors.

8. Prepares a variety of special and recurring reports and analyses reflecting daily operations and project status.
9. Inspects shop and work areas for adherence to safety, sanitary, and security regulations. Ensures area meets established standards.
10. Inspects completed job assignments for adherence to trade standards and contract specifications.
11. Troubleshoots problems and performs maintenance repairs.
12. Operates and ensures operational readiness and safety of the tools and equipment of the trade(s). Repairs and/or directs the repair of machinery and equipment using hand and power tools, precision measuring devices and testing instruments.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years progressively responsible experience in the trade(s) where assigned to include at least three years in a lead or supervisory capacity.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in the methods and techniques of the trade where assigned; of the OSHA regulations related to the trade area. Thorough knowledge of and skill in the practical application of electronics, hydraulics, and mechanics as used in maintenance work; of basic mathematics including area, volume, weights and the practical application of fractions, percentages, ratios and proportions; of the principles of supervision in the maintenance trades. Skill in the care and storage of equipment and supplies used in the trade where assigned; in the use and maintenance of the tools and equipment of the trade where assigned; in reading, interpreting, and working from blueprints, schematics, drawings, and specifications. Ability to communicate effectively both orally and in writing; to supervise and train skilled and unskilled employees in assigned trade work; to plan and organize maintenance work; to determine sufficiency of cost estimates prepared by others; to prepare specifications for tools, equipment, materials, and supplies; to prepare summaries and reports; to work in, on, around, over and under fixed equipment and machinery; to work from ladders and scaffolding; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature

conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Employees in this job class may be required to be trained to work with asbestos. Employees in this job class assigned to work with equipment containing CFC refrigerants must achieve and maintain valid certification in accordance with federal law.