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| TITLE: <u>Assistant Shift Supervisor</u> | SALARY | CLASS |
| | SCHEDULE: | CODE: <u>OS502</u> |
| UNION: <u>Supervising Engineers</u> | SALARY | EEO |
| | GRADE: _____ | CODE: <u>H50-028</u> |
| | FLSA: <u>Non-Exempt</u> | E-CLASS: <u>OS</u> |

POSITION PURPOSE

Assist in the supervision and direction of Operating Engineers engaged in the repair, operation and maintenance of heating, ventilation, air conditioning, mechanical equipment, pneumatic control systems, building electrical systems, plumbing systems and DDC systems throughout the University.

ESSENTIAL JOB FUNCTIONS

- Assign and oversee Operating Engineers engaged in the repair, operation and maintenance of mechanical equipment and systems for campus facilities. Direct the efforts of workers to monitor environmental and building security systems, check equipment, clean areas designated for heating and ventilation use and replace parts; conduct quality inspections of subordinates' work to ensure all equipment is operating properly; instruct on special conditions or projects which need attention; relay information or requests received from building occupants to staff; motivate workers.
- Instruct, counsel, advise and interpret University policies, procedures and work rules for employees. Address grievances as necessary; promote healthy work relationships; recommend appropriate personnel actions to management; conduct training of subordinate personnel. Alert employees of attendance policies and assure enforcement.
- Oversee coordination of special projects and emergency work within assigned area. Alert proper University personnel of work to be completed and its impact, if any, on other work in the area; arrange for necessary work to be performed so as to inconvenience as few operations, staff, students, visitors and programs as possible; coordinate work with other Shift Supervisors and Managers to ensure timely completion of work. Prepare accurate estimates of labor, material and equipment costs for routine and emergency repair, monitoring and maintenance of building systems.
- Maintain time records for assigned staff. Approve vacation time so as to allow for adequate coverage of work area; assign staff to service campus facilities for absent employees and emergency work; check and inspect all equipment to assure proper operation; recommend changes or additional efforts as necessary. Maintain daily activity log and communication such with other shift supervisor. Inventory and requisition materials and supplies.

- Establish and maintain communication with building personnel and management necessary for proper maintenance and operation of facilities. Ensure timely response to service calls and generation of work orders to have additional work done; inspect completed work; oversee coordination of repair work on existing heating/ventilation and air conditioning systems; work with architects and engineers to develop systems for new construction and modernization. Prepare, maintain and review records, daily logs and work requests. Explain and enforce safety regulations and procedures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Graduate of Stationary Engineer Trade School, recognized apprentice program or equivalent experience.
- Possession of unlimited First Class Steam and Refrigeration Engineer's license from the City of Detroit.
- Some related experience in pipe fitting, general maintenance, electrical maintenance and testing.
- Refrigeration experience.
- Experience on HVAC system controls, electrical systems, piping systems and DDC Control systems.
- Ability to read and interpret blueprints.
- Supervisory experience desirable.
- Ability to access equipment which may be at any height and angle from below ground level to several stories high.
- Ability to work in varying environmental and possible hazardous working conditions utilizing appropriate safety precautions.
- Must obtain security clearance.