

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: PLUMBING/HEAVY EQUIPMENT SHOP SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Maintenance, plan, organize and supervise heavy equipment and plumbing activities including special projects; prioritize, schedule, assign and inspect daily work projects; train, schedule and supervise assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and supervise heavy equipment and plumbing activities including special projects; drive a vehicle to visit work sites to review and inspect work in progress and completed projects to assure compliance with established rules, regulations and work orders; assure the safety of heavy equipment operation and plumbing activities.

Train and supervise the performance of assigned personnel; coordinate and schedule plumbing and heavy equipment operation activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Estimate labor, time and material costs; monitor inventory levels of supplies, materials and equipment; order, receive and oversee the storage of supplies, materials and equipment.

Oversee and participate in the operation of a variety of heavy equipment involved with District grounds construction and maintenance activities including a dump truck and skid loader, motor grader, trencher, tractor, ditch witch and backhoe.

Oversee and participate in the installation, inspection, maintenance, troubleshooting and repair of heating, water and drainage systems; supervise and participate in the installation, maintenance and repair of air, gas, water, waste and steam lines.

Work from verbal and written instructions, blueprints, sketches and work orders; respond to emergency needs as requested.

Coordinate and participate in preventive maintenance activities; conduct periodic site inspections to determine areas of need; collaborate with others to resolve jobsite problems, issues or concerns.

Operate and maintain a variety of specialized power and hand tools, heavy equipment and plumbing equipment.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Prepare and maintain a variety of records and reports related to assigned activities.

Coordinate and conduct meetings related to safety, work orders and assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, equipment and materials used in the plumbing and heavy equipment trades.
Principles and practices of supervision and training.
Operation of heavy equipment used in grounds construction and maintenance including skiploaders, forklifts, dump trucks and other related equipment.
Operation and use of hand and power tools and equipment.
Plumbing ordinances and regulations contained in applicable building codes.
Proper methods of storing equipment, materials and supplies.
Technical aspects of plumbing and heavy equipment operation.
Health and safety regulations and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Legal and defensive driving practices.
Proper lifting techniques.

ABILITY TO:

Plan, organize and supervise heavy equipment and plumbing activities including special projects.
Prioritize, schedule, assign and inspect daily work projects.
Train, schedule and supervise assigned personnel.
Oversee and participate in the operation of a variety of heavy equipment involved with District grounds construction and maintenance activities.
Oversee and participate in the installation, inspection, maintenance, troubleshooting and repair of heating, water and drainage systems and gas lines.
Work from blueprints, shop drawings and sketches.
Observe legal and defensive driving practices.
Accurately estimate labor, time and material costs.
Understand and apply plumbing and heavy equipment safety standards and procedures.
Operate hand and power tools and equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Service and maintain equipment in proper working order.
Plan and organize work.
Prioritize and schedule work.
Work independently with little direction.
Maintain records and prepare reports.
Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program and five years related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with airbrake endorsement.
Backflow certification.
Fuse welding certification for plastic gas lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease, gases.

PHYSICAL DEMANDS:

Pulling, pushing, lifting and carrying heavy objects as assigned by position.
Dexterity of hands and fingers to operate plumbing and heavy equipment.
Seeing to operate equipment, inspect systems and read a variety of materials.
Bending at the waist, stooping, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.
Standing for extended periods of time.
Hearing and speaking to exchange information.
Heavy physical labor.
Digging.

HAZARDS:

Chemical fumes.
Exposure to toxic gases and other poisonous substances.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.
Working on ladders and at heights.
Subject to noise and fumes from equipment operation.
Exposure to chemicals and fumes.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224