

## Classification Specification: Sr. MEP Superintendent

Classification Number: 53135  
Effective Date: May 25, 2018

Pay Grade:  
Current Exemption Status: Nonexempt

### Position Summary

This position is responsible for supervisory and technical work involving the general maintenance and repair of building facilities or the operation, maintenance and repair of climate control equipment, electrical and plumbing systems in university facilities. This position is also responsible for planning, organizing, scheduling, assigning, supervising, and reviewing the work of employees and contractors engaged in complex activities relative to general maintenance and repair of buildings and facilities or the operation, repair and maintenance of large and small capacity heating, air conditioning and ventilation equipment (climate control, BAS) and electrical and plumbing systems, including boiler systems. The employee serves as an intermediary between building maintenance work crews and/or contractor work crews and operating department representatives as to the status, quality, and completion date of on-going projects. Supervisory tasks include conducting performance evaluations, recommend hiring, and discipline administration for the employees/contractors supervised as well as laying out their work and checking work quality. Maintain accurate records, cost estimates and complete supply requisitions. Under general direction, the employee is required to exercise considerable initiative and independent judgment in determining maintenance requirements and insuring timely completion of work projects.

### Essential/Primary Duties

- Responsible for the supervision of HVAC, plumbing, electrical, boiler systems and MEP (Mechanical, Electrical and Plumbing) contractors; interview and makes recommendation for the hiring of staff; makes recommendations on discipline and termination; establishes schedules and assigns tasks; monitors and evaluates performance; assists in enforcing policies and procedures; conducts training as necessary.
- Reviews work orders and blueprints or drawings; inspects site and consults with customers; determines best method to complete a project; estimates amount of materials and equipment needed to complete project; prepares cost estimates; arranges for materials to be at job site.
- Work as departmental liaison to for offering technical support and review of MEP operations and best practices
- Assists in the review of construction documents prepared by others. Assists with project oversight and compliance with Engineering Construction standards and Utility Master Plan coordination and related master planning efforts to support and implement university infrastructure and systems.
- Approves purchase of equipment and supplies; review specification, proposals and contracts; develops cost estimates and long term MEP solutions.
- Maintains files, invoices, purchase order, quotes, and records and required documentation to reflect department activity.

### Experience and Education

#### Experience

- Two to three years of related experience required; previous supervisory experience or training required

#### Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

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### **Physical Requirements**

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

### **Working Conditions**

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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### Essential Competencies

- Knowledge of basic science and scientific methods
- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to draft office correspondence
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to read and understand blue prints and schematics

### Supervisory Responsibility

**Full-Time**

~~None~~ May supervise trades and other staff and outside contractors

**Part-Time**

None

### Providing Direction

**Full-Time**

None

**Part-Time**

None

### Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.