



Savannah State University Position Description – Mechanical Superintendent

POSITION DESCRIPTION

Position Title: Mechanical Superintendent FLSA Status: Exempt
Reports to: Assistant Plant Director
Department: Building Maintenance
Date Prepared: June 2003

BASIC FUNCTION

The purpose of this job is to work with mechanical staff to see that all buildings and equipment are kept in good condition so that all student, faculty and employees can accomplish their jobs in an well kept environment.

NATURE & SCOPE

Reporting directly to the Assistant Plant Manager, the incumbent in this position must work on air conditioning systems, serve as a locksmith, plumber, as well as work on boilers while carrying out the supervisory role of the position. The position requires experience in the field due to hands on requirements in all areas of the job. The position works closely with Resident Life, AVC workers, locksmith personnel, plumbing, and boiler employees in resolving problems that may arise throughout the University.

The Plant Director and Assistant Plant Director may assign work to the Mechanical Superintendent, or the work may arise from recurring problems from weather conditions and other situations. The Superintendent is also responsible for serving as a motivator and team leader when working in project-oriented teams. Overall, the position is responsible for providing specialized mechanical services that support the Building Maintenance Department, while supervising a group of employees.

PRINCIPAL ACCOUNTABILITIES

- Supervises and assists in the installation and repair of equipment, while solving problems with these processes.
- Responsible for ordering the needed parts, supplies, and occasionally helping to hire the labor force needed to keep the building in good shape and the equipment running.
- Schedules all regular assignments necessary to perform above tasks.
- Responsible for following up on all work orders assigned to subordinates to ensure the work was done in a satisfactory fashion.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

A broad base of vocational/technical knowledge of mechanical procedures and processes is required.