 **Supervisor, Mechanical Maintenance Standard Job Description**

**Classification Title:** Supervisor, Mechanical Maintenance

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 15

**Minimum Pay:** $34.65

**Job Description Summary:**

The Supervisor for Mechanical Maintenance, under direction, ensures that mechanical maintenance is executed safely and efficiently.

**Essential Duties and Tasks:**

**40% Maintenance Oversight and Troubleshooting**

* Directs and oversees the preventive, predictive, and corrective maintenance and repair of various types of heavy equipment.
* Troubleshoots problems and makes recommendations for repairs or modifications.

**30% Scheduling and Planning**

* Schedules the work activities of the mechanical maintenance shop personnel.
* Prepares cost estimates, material requisitions, and manpower requirements for large equipment.
* Develops a Preventative/Predictive Maintenance Plan based on industry standards, equipment history, and data obtained from predictive analyses.

**10% Safety Management**

* Conducts weekly safety meetings to promote a safe work environment.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Four years of related experience.

**Required Licenses and Certifications:**

* Valid driver’s license.
* Certified Vibration Analyst.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone
* Maintenance/Repair Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**