**Supervisor, Utility Plant Shift Standard Job Description**

**Classification Title:** Supervisor, Utility Plant Shift

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Utility Plant Shift Supervisor, under direction, supervises the safe and efficient operation of the utility plant.

**Essential Duties and Tasks:**

**50% Supervision and Operations Management**

* Supervises and directs a shift of operations personnel in the operation of electric power import, generation, and distribution systems, as well as chilled water and steam production and distribution systems.
* Oversees the adjustment of machinery, steam boilers, high-pressure pumping units, vacuum pumps, chilled water systems, boiler feed pumps, and auxiliary equipment to ensure safe and efficient plant operation.

**20% Emergency Response and Communication**

* Serves as the focus of communication relative to all utility systems during emergencies, takes charge of all utilities operations, and makes authoritative decisions regarding utilities.
* Ensures timely notification of appropriate authorities in the event of an emergency or utility failure.

**10% Data Collection and Analysis**

* Ensures complete and accurate collection of operational data during shifts.
* Provides analysis and oversight to optimize plant performance.

**10% Training and Maintenance Oversight**

* Ensures the preparedness of shifts through appropriate scheduled and on-the-job training.
* Supervises, coordinates, and participates in general plant maintenance and repair to maintain operational readiness.

**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.
* Ten years of related experience.

**Required Licenses and Certifications:**

* None.

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Plant Equipment
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders, stand for extended periods of time.

**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**