

Manager of Skilled Trades

The Manager of Skilled Trades will assist the Superintendent of Maintenance with daily supervision of employees (20) including scheduling of workforce and coordination of daily work activities. Duties include planning, assigning and supervising the daily work of the building maintenance, electrical, HVAC, locksmith staff, and the coordination of outside contractors. Assist in the management of equipment inventory, maintain equipment log and supply budgets, provide recommendations for equipment purchases. Interface with campus staff to schedule system shutdowns for routine and preventive maintenance. Use established procedures to notify and schedule shutdowns with the least amount of disruption to community programs. Coordinate work of outside contractors for outsourced trade work, repair or renovation projects. Provide cost estimates, monitor progress of on-going projects and provides status and written reports as required. Review renovation/installation plans (from Capital Projects department) and work with Superintendent of Maintenance to facilitate involvement of plan review team when needed. Develop maintenance specifications and performance standards; under direction of Superintendent of Maintenance, audit operation periodically for quality assurance purposes. Assist in developing relationships with contractors and suppliers. Additional duties as assigned. Requirements: Requires a High School Diploma or GED a minimum of five (5) years progressive experience in HVAC, plumbing and electrical maintenance, and a minimum of one (1) year in a supervisory experience desired. Contractor's license (plumbing, electrical, building, etc.) desired. The employee must have an in-depth working knowledge of HVAC, plumbing and electrical equipment, tools, materials and methods to establish work assignments and priorities. Must possess a demonstrated understanding of mechanical, plumbing, electrical and ice arena ammonia systems. Must have a working knowledge of the Occupational, Health & Safety Act (OSHA) safety regulations, Employee Right to Know Act, HAZMAT codes and regulations, Confined Space Entry mandates, Asbestos Hazard Emergency Response Act (AHERA) standards and requirements, and all other Federal, State or local government regulatory and inspection requirements. Some computer skills are necessary. Ability to apply basic mathematical concepts including addition, subtraction, multiplication and division; and obtain accurate measurements for the purposes of developing budgets and providing work cost estimates. Ability to plan, coordinate and direct subordinates and demonstrated ability to interview, select, train, evaluate and discipline employees. Experience in the administration of union agreements required. Requires a valid Michigan driver's license with satisfactory driving record.