

**CITY OF SALEM**  
**PHYSICAL PLANT SUPERVISOR**

**00604**

**NATURE OF WORK**

This is skilled mechanical engineering and maintenance work involving the management of the operation and maintenance of HVAC and other electrical, mechanical and electronic physical plant systems in public facilities, involving hand-on maintenance or repair functions, and supervision of subordinate skilled technicians.

Work involves responsibility for planning, directing, coordinating, supervising and evaluating new physical plant installations, modifications, repairs, servicing and adjustment of various aspects of physical plant systems including mechanical, electronic, and electrical systems of a large municipal complex. Work involves responsibility for initiating new and modified design concepts and works closely with architects, engineers, contractors and/or staff to insure that the desired results are achieved and appropriate engineering principles are applied.

Work requires a considerable aptitude for a variety of mechanical engineering principles, mechanical skills and computer skills, understanding of the functional and operating features of the various physical plant systems. Supervision is exercised over skilled technicians and other maintenance employees. General supervision is received from an administrative supervisor with great latitude given for the use of independent judgment. This is a full supervisory classification.

The work of this classification is distinguished from the Maintenance Technician by the full supervisory authority over personnel, the overall management of physical plant operations services including budget and contract responsibilities. The work is distinguished from the Building Maintenance Superintendent by the overall authority of the Superintendent for all building maintenance services provided by the City.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Evaluates various physical plant systems operations, develops alterations, prepares cost estimates. Designs or participates in the design of new physical plant systems and alterations or modifications to existing physical plant systems; requisitions or purchases necessary equipment, parts and supplies. Prepares bid documents, awards contracts, administers contracts for compliance with bid specifications as contract administrator. Participates in meetings to express the City's need in physical plant facilities and operational service needs with consulting engineers, other City administrators, citizen advisory groups, regulatory agencies, and a wide variety of technical staff.

Schedules and supervises the installation, modification, operation, maintenance, repair and adjustment of communication, swimming pool, mechanical, refrigeration, HVAC units, electrical, fire alarm and radio communication equipment, pneumatic, electronic or computerized energy management systems and maintenance management including all their components. Performs or oversees preventative maintenance activities according to standard and special instructions. Instructs other personnel in routine servicing and maintenance activities. Performs hands-on maintenance and repair functions when needed and is capable of talking technical staff through these types of situations.

Researches and makes recommendations for purchase of supplemental equipment and systems. Prepares and monitors annual budget. Prepares major reports on operational services within the section, major alterations and their cost effectiveness and other analysis as necessary. Maintains a variety of diagrams, reports, time records, blueprints, and other job related documents.

Hires, evaluates, trains and disciplines employees; oversees and implements training and development activities. Monitors subordinate occupational licenses for proper renewal.

Maintains and reviews operating and crew records; prepares required reports.

Performs other related work as required.

### **WORK QUALIFICATIONS**

Considerable experience in the maintenance, adjustment, repair and construction of building mechanical, electrical, pneumatic and electronic physical plant systems similar to those in assigned areas; completion of technical courses in electronic, electrical and pneumatic systems and courses in mechanical engineering - registration as a Mechanical Engineer is desirable; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of electrical, architectural, electronic or mechanical engineering principles, practices, Uniform Building Codes, ASHRAE standards (American Society of Heating, Refrigeration, and Air conditioning Engineers standards) and equipment commonly associated with physical plant system enhancements at multiple locations.

Considerable knowledge of the principles of design and operation of physical plant systems, HVAC, electrical, low voltage and mechanical equipment utilized in both large and small facilities.

Considerable knowledge of the methods, materials, test equipment, and tools used in the physical plant trade including computers, electrical, pneumatic, electronic, mechanical and other systems used in the assigned municipal complexes.

Considerable knowledge of the operation and uses of testing equipment, computerized energy management systems, maintenance management systems and controls installed for the proper functioning of the physical plant system.

Knowledge of the occupational hazards and proper safety precautions of the work.

Skill in the use of modern office equipment including personal computers. Considerable skill in the use of computerized energy management systems and maintenance management systems is required within six months of appointment.

Thorough ability to establish and maintain effective working relationships with a wide range of technical staff, facility occupants, City employees, regulatory agency personnel and the public.

Considerable ability to learn the characteristics and detailed specifications of the systems of each facility.

Considerable ability to read and interpret control and system diagrams.

Considerable ability to evaluate technical engineering and operational information/statistics and to plan long range mechanical engineering enhancement to physical plant systems.

Considerable ability to review the designs and specifications of technical and engineering consultants for compliance with engineering principles and physical plant system adaptation and monitor enhancements for compliance as installed.

Ability to plan and operate a maintenance and servicing program and to secure efficient and effective operation of the systems.

Ability to plan, organize and supervise the work of subordinates located at multiple locations.

Ability to utilize a variety of modern office equipment including personal computers.

Ability to communicate effectively both orally and in writing.

May be required to possess any special occupational or technical license related to delivering services within the scope of this work. Registration as a Mechanical Engineer with the State of Oregon is desirable.

Possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards.

**PHYSICAL PLANT SUPERVISOR (Cont.)**

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Must be able to pass a Police Department background check.

Work involves working in both an office setting and around physical plant equipment. Work involves working during early morning and evening hours, holidays and weekends as needed. Work involves occasional call-back or on-call duty. Office setting involves working at computers, preparing a variety of documents, reviewing diagrams or blueprints. Physical plant work may include exposure with safety precautions to noise, dust, vibrations, chemicals (such as fuels, chlorine, lubricants). Work may also working at subterranean locations and working at heights on occasion.

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Personnel Director

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