JOB DESCRIPTION

Supervisor - Boiler Shop

Definition of Class
The incumbent in this job class supervises, ensures, and participates in the maintenance of the cooling/heating systems of the University; supervises and participates in the chemical treatment of the drinking water for the university; supervises subordinate personnel; and reports to Assistant Superintendent of Mechanical Services.

Examples of Work Performed
Routinely checks chemical treatment plants and equipment, boiler controls and equipment, and makes sure they are up to safety codes.

Orders parts and chemicals as needed.

Completes and monitors time records for subordinates.

Inspects work of subordinates that has been completed.

Makes work schedules and assigns jobs on a daily basis.

Interviews and hires new employees.

Supervises and participates in the inspection and repair of boiler fittings including safety valves, regulators, automatic control mechanisms, and water columns.

Supervises the inspection and repair of boiler ancillary equipment.

Supervises the operation and maintenance of the University’s water wells, including testing of water samples, and addition of chemicals, if required.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and participates in the maintenance, repair, and inspection of cooling/heating systems and safety mechanisms.

2. Supervises chemical treatment of water.

3. Orders parts and chemicals.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute
related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to walk; use hands to finger, handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch or bend; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent.

**Experience:**
Eight (8) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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