**Supervisor of Instrumentation and Controls Shop**

**Definition of Class**
This is a supervisory position in which the incumbent performs duties associated with the installation, design, programming, maintenance and repair of HVAC controls (Pneumatic and digital), building fire alarms, hand held and base radios, AC generators, ADA doors, time clocks, and clock time generators. The incumbent is responsible for keeping abreast of related regulatory standards, performs routine administrative duties and has the authority to exercise discretion and judgment in a wide variety of areas. Incumbent reports to the Associate Utility Engineer.

**Examples of Work Performed**
Supervises and participates in the installation, design, maintenance and repair controls, fire/security systems, HVAC systems, automatic/ADA doors systems, generators, clocks, clock generators, time clocks and event sound systems.

Prioritizes, plans and schedules work for the shop.

Provides material estimates, submits requisitions and interfaces with local vendor and contractors, as needed.

Ensures close working relations with other shop supervisors and technicians.

Trains and instructs new personnel in controls, fire/security systems, HVAC systems, automatic/ADA doors systems, generators, clocks, clock generators, time clocks and event sound systems.

Schedules preventative maintenance for systems that shop is responsible for.

Troubleshoots and diagnosis system problems.

Recommends instrumentation and controls system improvements.

Reviews design and construction documents. Proposes improvements to same.

Inspects work in progress and upon completion for conformance to specifications and instructions.

Recommends various personnel actions including, but not limited to, hiring, merit recommendations, promotions and vacation schedules.

Performs related or similar duties as required or assigned.

**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 the installation, design, maintenance, and repair of Instrumentation and Controls Shop systems listed above.
2. Plans and schedules work for subordinate employees.
3. Enters and tracks work hours for subordinates.
4. Trains and inspects work of subordinate personnel.
5. Requisitions materials and supplies, and maintains inventory.

**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 more than 100 pounds.
- **Vision:** Requires the ability to perceive the nature of objects by the eye. Near Acuity: Clarity of vision at 20 inches or less. Far Acuity: Clarity of vision at 20 feet or more.
- **Color Vision:** Ability to identify colors.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to reach with hands and arms. The incumbent is frequently required to stand or walk; and to use hands to finger, handle or feel objects, tools, or controls; and to stoop, kneel, crouch or crawl; and to climb or balance. The incumbent is occasionally required to sit.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).
  AND

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

- **Substitution Statement:**
  Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**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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