



JOB DESCRIPTION

TITLE: Physical Plant Supervisor
DEPT: Physical Plant
REPORTS TO: Director of Physical Plant
FLSA: Non-Exempt
SALARY: \$55,000 - \$60,000

POSITION SUMMARY:

The Physical Plant Supervisor will have HVAC duties and everyday oversight of the Physical Plant and Grounds. This position requires the ability to work independently with minimal supervision and reports to the Director of Physical Plant.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in the most positive manner with all students, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services. Learn, and use operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Represent the Physical Plant Director when not available.
5. Troubleshoots issues and performs repairs of various mechanical and electrical equipment in heating, cooling, and ventilation systems.
6. Schedule, record and maintain annual and periodic inspections on various systems to assure proper system operations and compliance.
7. Locate, purchase, and deliver parts required for departmental needs.
8. Work with Lead custodian to implement safety training, special projects, and general practices.
9. Have the skill set to learn lighting controls, access controls, HVAC controls, camera controls and work order system.
10. Responsible for directing and monitoring the work of others.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

2. Ability to work some overtime and weekends.
3. Willing to obtain additional state licenses as needed by the University.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. **Knowledge:** Must have 5 yrs. of HVAC experience with a valid Refrigeration license and Low voltage electrical license "EL6A". Must be familiar with DDC controls, motor wiring and general electronic controls. Must be familiar with Physical Plant operations and the processes used for daily operations, plus have some management experience. Must have 5 yrs. Supervisory experience with at least 10 employees and interact with them daily.
- B. **Skills:** must be able to keep a good attitude and perform professionally under pressure. Must be able to work on multiple work orders and complete them in a timely manner. Specific skills such as the ability to create, manipulate and utilize spreadsheets and word processing programs are essential.
- C. **Abilities:** Must be able to climb stairs, use ladders and maneuver around campus for 8 hrs. a day. Must have or be able to obtain a valid Washington state driver's license.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.