

TITLE: <u>Operating Engineer Team Leader</u>	SALARY	ISSUED:
	SCHEDULE:	CLASS
UNION: <u>Operating Engineers</u>	SALARY	CODE:
	GRADE: _____	EEO
	FLSA: <u>E- Non-Exempt</u>	CODE: <u>60</u>
		CLASS: <u>OE</u>

POSITION PURPOSE

Serve as operating engineering team leader providing day-to-day hands-on leadership and coordination of operating engineer personnel responsible for the operation, repair and maintenance of facility components and systems. Perform a variety of different tasks in order to maintain and modify university facilities and structures using a wide range of techniques and equipment. The Operating Engineer Team Leader will normally apply to third shift coverage Monday through Friday, and as a functional aid to regular management personnel. May be responsible for arranging or overseeing 3rd party contractors.

ESSENTIAL JOB FUNCTIONS

- Provide work leadership and coordination to operating engineering personnel in the operation, repair, and maintenance of university facilities and building systems. Review and prioritize building rounds to confirm proper operation of systems and equipment, and coordinate response to critical work orders and projects as requested by management. Oversee, inspect and monitor work assignments to ensure quality of workmanship and timely completion. Provide input on the preparation of work schedules.
- Use hand and power tools and equipment to perform work assignments. Ability to access areas needing attention and maneuver tools and equipment to reach a variety of angles and heights; maintain safe working conditions at all times by using equipment properly and taking necessary safety precautions given any environmental condition; transport and work with heavy tools and equipment at job sites; work and direct work from blueprints, drawings and/or personal instruction and experience.
- Participate in a variety of different tasks and responsibilities using a wide range of tools, equipment, systems (TMA/CMMS) and techniques. Troubleshoot and resolve problems relating to the operation, repair, and maintenance of university facilities and building systems.
- Oversee and monitor equipment and supply inventory; review work order requests/ Preventive Maintenance and order supplies upon management approval. When requested, assist in preparing accurate upfront estimates of labor costs for the repair, maintenance and alteration of university facilities and equipment. Assess condition of facilities and job sites needing attention; identify operational problems and deficiencies and then recommend corrective action as needed.
- Maintain records and logs of work assignments and services via TMA; prepare progress reports and daily shift notes to management personnel as needed.
- All Operating Engineer Team Leaders are considered to be “Essential Personnel,” and are Required to report during a university emergency closure period.

- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

- Position requires possession of a valid unlimited Stationary Operating Engineer First Class license and Third Class Refrigeration license from the City of Detroit. Preference will be given to individuals holding a Second or First Class Refrigeration license.
- Some supervisory experience is preferred.
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- Ability to handle multiple priorities and tasks.
- Exhibit strong judgment and decision-making skills.
- Strong organizational and technical skills.
- Strong analytical and problem solving skills.
- Ability to communicate effectively with others.
- Ability to read and interpret blueprints and/or other technical guides.
- Ability to properly transport, maintain and operate a full range of hand and power equipment and tools, materials and supplies.
- Ability to access equipment and materials located at varying heights from below ground to several stories high and in confined areas.
- Ability to perform work in a variety of physical positions.
- Possession of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to work in varying environmental and possibly hazardous working conditions using appropriate safety precautions.