



Plumbing Supervisor

Full Time / Hourly / Non-Exempt)

REPORTS TO

Assistant Director of Facilities Management

DEPARTMENT

Facilities Management

EFFECTIVE DATE

September 28, 2021

JOB SUMMARY

Assist the Facilities Management department in fulfilling the mission of Southern Nazarene University, by performing maintenance, repairs, and renovations on university facilities and fixtures using skills related to the plumbing trade; to provide safe, attractive, and functional facilities, and foster an environment conducive to quality Christian living and learning.

The Plumbing Supervisor is a working supervisor, performing plumbing work and responsible for providing leadership, communication, instruction, inspection, and evaluation within the Plumbing Department. The Plumbing supervisor will maintain accurate records relating to equipment inspection, licenses, product information, MSDS, and all materials used within the department to repair, replace, or maintain plumbing equipment and fixtures on the University campus. The Plumbing supervisor will provide specialized on the job training for helpers and will represent SNU to services providers, customers, and vendors.

RESPONSIBILITIES

Essential Functions Including but not limited to:

- Communicate with Assistant Director of Facilities Management as it relates to projects, outstanding work orders and departmental concerns.
- Communicate with campus customers, including faculty, staff, and students, regarding work to be completed.
- Communicate with vendors and contractors regarding supplies, equipment, and projects.
- Communicate with Plumber's Helper giving instructions, education, departmental communication, and professional development.
- Inspects plumbing systems to determine preventative maintenance, routine and emergency repairs or services.
- Inspects the work of outside contractors to ensure compliance with codes and regulations.
- The Plumber Supervisor will be responsible for keeping accurate records of inspections, licenses, and certifications that pertain to plumbing systems, pools, code requirements, and employees.



- The Plumbing Supervisor is responsible for keeping records of university equipment, both purchased and in stock.
- The Plumbing supervisor will be responsible for completing work orders in the TMA work order system.
- The Plumbing Supervisor is responsible for coordinating and accomplishing the installation, modification, maintenance, repair and overhaul of university plumbing systems and equipment utilized in buildings, facilities, and machinery of the University. This includes but is not limited to plumbing systems above and below ground, systems, and fixtures of all types.
- The Plumbing Supervisor plans work in accordance with weekly schedules and coordinates the plumbing work to fit into work schedule with other shops.
- The Plumbing Supervisor determines method and sequence of operations and estimates costs required to locate, install, test, repair and modify plumbing systems and equipment by interpreting blueprints, sketches, and diagrams; following technical, verbal, written or electronic instructions; and being guided by trade practices, manufactures' and underwriters' specifications, thorough knowledge and plumbing theory.
- The Plumbing supervisor will be familiar with the material ordering process and scheduling of work to shop. Provides assistance and advice in scheduling work done by the University staff, vendors, and contractors.
- Perform other duties as assigned.

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion, and equity.
- Ability to effectively supervise assigned staff with sound, independent judgment, and problem-solving skills.
- Ability to independently follow through and prioritize workload to meet deadlines while working in a service-oriented environment with frequently changing priorities.
- Substantial skills in maintenance and repair procedures including preventative maintenance, breakdown repair and trouble shooting.
- Substantial skills in construction, installation, and fabrication techniques typical to the trade.
- Thorough knowledge of applicable codes and regulations as well as departmental and University policies, procedures and practices required to carry out functions.
- Skills to read and interpret blueprints and shop drawings.
- Must be physically able to perform all job functions.
- Must have a valid Oklahoma driver's license.
- Ability to work in a service-oriented environment subject to frequently changing priorities. Must be able to perform all job functions, including but not limited to bending, squatting, stretching, climbing stairs and ladders, lifting 50 pounds unassisted (200 pounds with others assisting), must be able to push or pull heavy loads, fixtures and equipment.
- Must be able to work from lifts, scaffolding and high platforms; balance, stoop, kneel and crouch and crawl to gain access to work areas.



- Must be able to work in confined spaces and from heights.
- Needs good dexterity in small tedious work and coordination in heavier demanding tasks.
- Needs good near-visual acuity, depth perception, field of vision and color vision in carrying out assigned tasks and reading a variety of hand tools and meters.
- Required to work inside and outside in all weather conditions.
- High school graduate.
- Licensed Plumber, Contractor's License preferred...or must be able to acquire a Contractor's License within one year.
- Possess strong verbal and written communication skills.
- Ability to prioritize multiple demands in fast paced work environment.
- Typing and spelling competency.
- Experience with various computer software applications.

Preferred Qualifications:

- Some college coursework
- Experience in higher education
- Minimum of two years of related work experience and/or relevant training

Supervision Received:

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

May be responsible for the coordination of work assignments for student employees.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT



Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual



Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).

