UNIVERSITY OF MAINE

Job Description

TITLE: Fire Sprinkler System Supervisor (000024026) – Mechanical Supervisor

DEPARTMENT: Office of Facilities Management

DATE: October 5, 2018

REPORTS TO: Mechanical Manager (00011525)

PURPOSE:

The Fire Sprinkler System Supervisor (Mechanical Supervisor) oversees the inspection, maintenance, repair, and smaller-scale installation of fire sprinkler systems on campus, to include approximately 100 dry, wet and pre-action systems, for the prevention of fire deaths and property loss in the event of fire. Responsibilities include planning, coordinating and performing fieldwork and inspections, as well as assigning work to other shop personnel as appropriate; completing monthly, quarterly, semi-annual, and annual inspections. Incumbent may also perform hydrant flushing, calculations and flow rates tasks for the approximately 60 hydrants on campus.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Oversees the campus’s fire sprinkler systems to ensure systems are fully operational and properly maintained to help prevent fire deaths and property loss in the event of fire. The systems include dry, wet and pre-action types as appropriate to their locations.

2. Plans, coordinates, schedules, and performs fieldwork and inspections of fire sprinkler systems to meet monthly, quarterly, semi-annual, and annual system inspection requirements and to maintain proper functionality. Work may include assigning tasks to other shop personnel as directed by the Shop Supervisor and Shop Manager.

3. Reports deficiencies and performs maintenance and repairs as appropriate. Tracks and maintains records of the repair or mitigation of the deficiencies and reports progress to the state of Maine.

4. Utilizes knowledge of and adheres to applicable codes and standards such as NFPA 13 for system design, installation and components, NFPA 14 for standpipe and hose systems, NFPA 15 for water spray fixed systems, NFPA 16 for foam-water systems, NFPA 17 for dry systems, and NFPA 25 for water-based systems, to perform position duties.

5. Collaborates with other shop supervisors and managers, project managers, Facilities personnel, the campus community, and local and state authorities.

6. Maintains parts and materials inventory associated with fire sprinkler systems.

7. Accompanies local and state fire marshal and fire inspector, and insurance company representatives during campus inspections.

8. Provides notifications of upcoming fire sprinkler inspections to building occupants, University departments and other skilled trades, as appropriate.

9. Consults on capital construction, renovation and major maintenance projects involving the design or upgrade of fire sprinkler systems, to include capacity review.

10. May perform hydrant flushing, to include measurements and calculations of water flow rates.

11. May perform annual water flow testing for all mains going into buildings.

12. Maintains effective communication with departments and municipalities using resource recovery services.

13. Adheres to all University, local, state and federal safety and regulatory requirements.

14. Responds to callbacks for fire sprinkler work.

15. Other reasonably related duties as assigned by supervisor.

KNOWLEDGE & SKILL QUALIFICATIONS:

1. Typically requires significant relevant experience in a responsible position with a focus on fire sprinkler systems inspection, maintenance and repair; ten (10) years strongly desired.

2. Level 2 or higher NICET certification required.

3. Sprinkler Inspector’s License required.

4. Backflow Prevention Tester’s Certification a plus.

5. Demonstrated working knowledge of and experience following codes and standards, such as NFPA, associated with fire sprinkler systems required.

6. Initiative, independent judgment, and the ability to successfully interact with others to accomplish tasks in a timely and organized manner required.

7. Must possess effective communication skills, both written and verbal, and the ability to work comfortably with people who possess a diverse array of skills, knowledge, abilities, and backgrounds.

8. Competent use of computer software required to accurately and effectively operate the Facilities Management data systems, to maintain inventories and system information, and to produce reports and documents, as needed.

9. Must possess a work history which demonstrates consistent and reliable work habits.

10. Previous experience working in an institutional setting desirable.

11. Experience working as a positive team leader and a cooperative member of a management group.

12. Proven ability to work independently with minimal direct supervision required.

13. Valid Maine driver’s license required.

14. Home phone and reliable transportation required.

15. Ability to be on campus within 45 minutes of being called strongly desired.

OTHER INFORMATION

1. Appropriate pre-employment background checks required.

2. Applicants must submit a resume or a written summary (resume) of former job responsibilities, skills and experience related to the duties described above.

SUPERVISORY RESPONSIBILITY:

Indirect supervision applies. Leads and oversees Plumbing Shop personnel, to include student or temporary workers, when they are performing fire sprinkler system work.

WORK ENVIRONMENT:

Work environment includes frequent exposure to circumstances which may cause injury to self or others, working in extreme temperatures, noise, vibration, moving mechanical parts, and may also include unpleasant odors, fumes, dust, and poor ventilation and musty and damp environments. Position requires lifting up to 50 pounds occasionally, climbing stairs and ladders regularly. Position also requires standing, kneeling, stooping, climbing, crawling, balancing, pushing, pulling, bending, reaching, grasping, feeling/fingering, talking, hearing, seeing, and repetitive motions.

WORK YEAR:

Full-time, regular 12-month appointment.

WORK SCHEDULE:

Monday – Friday, 7:00am – 3:30pm, with overtime and callbacks required, as needed, which includes holidays and weekends.

POSITION TYPE:

E&G funded, on-going hourly position.

SCHEDULE FOR EVALUATION:

In accordance with the University Supervisors and Non-Represented Hourly Employees Agreement.

WAGE BAND & STEP:

Wage Band B31, Step 11

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.

Materials must be submitted via “Apply For Position.” You will need to create a profile and application; upload a cover letter and a resume which fully describes your qualifications and experiences with specific reference to the required and preferred qualifications; and provide contact information for three professional references. You will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form. Incomplete application materials cannot be considered. **This position is open until filled; however, applications received after the first screening date of November 9, 2018, will be considered at the discretion of the University.**

The University of Maine is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

UMaine is a tobacco-free campus. For more information and to apply online go to https://umaine.hiretouch.com/