



Job Description – Maintenance Supervisor Lawler-Wood Pantex, LLC

PRIMARY FUNCTION:

Maintenance Supervisor position supervises and coordinates the safe and efficient activities of skilled employees and other workers engaged in a variety of mechanical, electrical and building maintenance activities, and other requirements at the Pantex Administrative Support Complex (ASC). Manage non-exempt employees. Incumbent is a working supervisor within the area of assigned responsibility and may perform tasks in a variety of functions. Position will report directly to the Facilities Manager. The following describes the major functions of the job but is not intended to be all-inclusive:

JOB DUTIES AND RESPONSIBILITIES:

1. Effectively recommend hiring, firing, promotions, demotions and transfers of non-exempt personnel.
2. Effectively recommend pay adjustments for non-exempt personnel under the supervision of Supervisor.
3. Authorize adjustments to work schedule, enforce attendance and direct work assignments of non-exempt personnel.
4. Effectively recommend and carry out disciplinary actions affecting non-exempt personnel.
5. Participate in the process of filling Maintenance Mechanic vacancies as they occur.
6. Supervise and plan the work for maintenance staff.
7. Maintenance Supervisor is a working supervisor of skilled and unskilled staff, typically in the building, electrical and mechanical functions that performs facility maintenance, repair and construction activities.
8. Plan and layout work, assign staff, provide instruction and assistance and inspect work.
9. Typical functions included are such specialties as building automation, carpentry, roofing, plumbing, electrical and locksmiths.
10. The mechanical functions include the maintenance and repair of heating, ventilating, air-conditioning and refrigeration systems and general machining/tool making.
11. Manage the operation and implementation of Computerized Maintenance Management System (CMMS) for work order requests and preventative maintenance.
12. If required, administer the Collective Bargaining Agreement in a fair and consistent manner.
13. Assists staff with technical issues and problem solving.

14. Reviews job orders, blueprints and specifications as required.
15. Plan, schedule and determine dimensions, materials and labor required to complete projects.
16. Prepares rough sketches or plans to scale from oral or written instructions.
17. Assigns staff to the project and provides oral instructions and blueprints, specifications and plans.
18. Observes and inspects work while in progress and when completed to ensure that specific codes and regulations are met, schedules and work is performed safely and in a satisfactory manner.
19. Inspects work performed by outside contractors to ensure conformance with project requirements.
20. Prepares and maintains written records of work performed and completed.
21. Accounts for labor and material use.
22. Assures adequate inventory of supplies and materials are maintained.
23. Periodically prepares standard written evaluations of the work performance of maintenance employees and conducts employee performance interviews.
24. Performs all other duties as assigned.
25. Assures that the rules and regulations of Lawler-Wood Pantex, LLC policies and procedures of the Department and all site safety regulations are known and observed by maintenance staff.

JOB QUALIFICATIONS:

- Skill in specific job duties must be acquired during probationary period.
- Reasonable physical abilities are required to perform job duties.
- Must have completed an accredited apprenticeship program in related fields or seven (7) years on-the-job experience.
- Five (5) years experience supervising multi-skilled maintenance departments.
- Demonstrate ability to communicate and motivate others.
- Must obtain or possess, and maintain a DOE level “Q” clearance.

EDUCATION:

High School or GED, post-secondary education is beneficial.

JOB REQUIREMENTS:

- Must possess and maintain a valid Texas Driver’s License.
- Must have the ability to climb steps and ladders, bend, stoop, push pull and lift up to fifty (50) pounds.
- Must be able to work in hot or cold weather conditions.
- Must have the ability to pass required Pantex Site training in a timely manner (e.g., GET).
- Must pass a Pre- Employment Physical.
- Must be able to pass a Pre-Employment Drug Screen and Random Testing.
- Must have the ability to wear all prescribed safety equipment including a respirator.
- Working knowledge of Direct Digital Controls and Building Automation Controls.

- Working knowledge of the methods, materials, tools and equipment used in the mechanical, electrical disciplines.
- Working knowledge of the principles of supervision.
- Working knowledge of appropriate building and construction code regulations.
- Working knowledge of safety procedures.
- Ability to train and supervise others.
- Ability to use the tools, machines, equipment and the materials of the mechanical, electrical disciplines.
- Ability to plan and schedule work, including determining staff, equipment and supplies needed.
- Ability to read and interpret plans, diagrams, architectural blueprints and specifications.
- Ability to make arithmetic computations to calculate the dimensions of the project or building under construction, identify the proper placement of important structural components of the project or building, and calculate the quantity of materials and labor required to complete the project or building.
- Ability to understand and carry out oral and written instructions.
- Computer skilled in Microsoft, Word, Excel and Building Automation Systems.
- Must be willing to work varied hours.