

# JOB ANNOUNCEMENT

Human Resources Department, 2006 South Ankeny Blvd., Bldg. 1, Ankeny Iowa 50023  
 Phone: (515) 964-6301 FAX: (515) 965-7316 Email: jobs@dmacc.edu  
 WEB: <https://jobs.dmacc.edu>

## Position Information

<b>Job Title</b>	Supervisor, Mechanical/Electrical
<b>Campus</b>	Ankeny Campus
<b>Job Number</b>	25-A13
<b>Employment Date</b>	As soon as possible.
<b>Job Category</b>	Standard
<b>Application &amp; Position Contact Information</b>	Human Resources at (515) 964-6479 or jobs@dmacc.edu for information concerning the application process. Joseph Baxter at 515-964-6374 or jgbaxter@dmacc.edu for information concerning the position or your status once the position has closed.

## Posting Detail Information

<b>Salary Information</b>	Starting salary: \$85,407 - \$100,479 The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. The starting salary range represents the College's good faith and reasonable estimate of the range of possible compensation at the time of posting. Pay Grade: AP
<b>Job Summary</b>	Supervise the operation of the Mechanical/Electrical department to maintain the college heating, cooling, electrical, plumbing, fire alarm, and building automation systems at all DMACC locations. Supervise the Facilities Planning & Management parts warehouse.
<b>Essential Functions</b>	Supervise departmental staff, recommend personnel actions related to hiring, compensation, performance evaluations, training, leaves, discipline, grievances, work schedules and assignments. Administers personnel and related policies and procedures per the collective bargaining agreements and the EEO/AA plan.  Manage the implementation of preventative maintenance, repair and installation of mechanical/electrical components including boilers, chillers, electrical systems, utilities distribution, HVAC, plumbing, fire alarm, elevator, and life safety systems.  Manage the technical and safety training for mechanical/electrical. Receive training on new technologies related to the department.  Supervise the BAS Technicians to maintain, enhance and expand the building automation system for temperature control, energy management, and life safety systems district-wide.  Supervise the Facilities Planning & Management parts warehouse.  Perform other duties as assigned.

Required Qualifications	<p>Associate's degree in mechanical systems, electrical systems, business administration, or related field.  Eight years of commercial building mechanical and electrical systems installation and maintenance experience including two years of supervisory experience.  Knowledge of large facility boilers, chillers, HVAC, BAS , electrical, fire alarm, plumbing, and refrigeration systems installation, maintenance, and operation.  Valid Iowa Driver's License with a satisfactory driving record.  Demonstrated competency in budget planning and management.  Strong communication skills.  Ability to plan, organize and manage time.  Demonstrated ability to establish and maintain a professional working relationship with a wide variety of individuals coming from diverse backgrounds.  Knowledge of current software applications, including CMMS.</p>
Desired Qualifications	<p>Experience in an educational environment.  Experience in managing multiple location facilities.  Advanced knowledge and experience with boilers, chillers, medium voltage electrical distribution systems, building automation systems, controls, energy management, fire alarms and elevators.  EPA refrigerant certification.  Electrical maintenance license.  HVAC or plumbing certification or license.</p>
Physical Requirements	<p><b>Constant:</b>  Sit</p> <p><b>Occasional:</b>  Lift Floor to Waist &lt; 10 lbs  Carry &lt; 10 lbs x 100 ft  Push/pull horizontal 10 lbs x 18 in  Lateral Pinch  Forward reach  Crouch  Neck Flexion, Extension &amp; Rotation  Fine Motor Coordination  Hand &amp; Foot Coordination  Stand  Ability to be Mobile</p> <p>Mobility accommodations will be reviewed on a case-by-case basis and determined by the essential functions of this position.</p>
Physical Demand Category	Light
Post offer, Pre-Employment Physical Test	N/A
Work Schedule	Monday - Friday, day hours.
Posting Date	08/08/2024
Deadline for Submitting Applications	08/28/2024
Open Until Filled	No
Special Instructions to Applicants	<p>DMACC is an Affirmative Action/Equal Employment Opportunity employer and embraces diversity. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Individuals with disabilities desiring a reasonable accommodation in the application process should notify Human Resources at 515-964-6301 or by email <a href="mailto:jobs@dmacc.edu">jobs@dmacc.edu</a>.</p> <p>THIS VACANCY REQUIRES: 1) A complete DMACC Employment Application (personal information, educational history, employment history, and supplemental questions). Incomplete applications and commenting "See Resume" will not be accepted. The application form will be used to screen applicants for required qualifications. 2) Attachment of transcripts to your electronic application. Transcripts must include the applicant's name and degrees conferred. Scanned copies are acceptable.</p>
Quick Link for Postings	<a href="http://jobs.dmacc.edu/hr/postings/11964">http://jobs.dmacc.edu/hr/postings/11964</a>

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (HR3010). Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515-964-6857, [dso@dmacc.edu](mailto:dso@dmacc.edu). Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S Ankeny, Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6216, [Title9@dmacc.edu](mailto:Title9@dmacc.edu). Questions or complaints about this policy may be directed to the Director of the Office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone 312/730-1576, fax 312-730-1576, TDD 800-877-8339, email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).