

Trades Supervisor

Job Code: 7297

Salary Grade: S09

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides administrative and technical supervision for the daily operations of assigned trade shop(s) and maintenance functions

- Provides administrative and technical supervision of the daily operations across assigned trade shop(s) this includes coordinating with campus stakeholders, city agencies, and external partners on projects impacting the campus
- Plans, organizes, assigns, and reviews work performed by employees
- Assigns personnel to work locations and tasks based on operational priorities and schedule requirements
- Develops work estimates for maintenance, repair, and installation
- Develops work procedures and schedules; assists in the selection, procurement, staging, and delivery of materials, tools, and supplies to job sites to ensure continuity of operations.
- Assists in determining appropriate storage, handling, and distribution methods for supplies, materials, tools, and equipment ensuring proper procurement, maintenance, safe operation, inspection, cleaning and availability; operate power construction and maintenance equipment as needed, in emergency situations.
- Provides leadership, technical guidance, and training to ensure quality, consistency, and efficiency in completed work this includes training, evaluate, and managing personnel participate in hiring, performance evaluations, corrective actions, and progressive discipline.
- Ensures and enforces established safety procedures, practices, and regulatory compliance standards at all times; serves as a safety role model for assigned personnel.
- Gathers, communicates, and disseminates operational, procedural, and policy-related information to employees, departments, and the public as required.
- Manage shop procurement activities, including obtaining quotes, preparing purchase requests, and coordinating the acquisition of tools, equipment, materials, and services.
- Recommends, develops, and implements internal operating procedures to improve efficiency, consistency, and service delivery within shop(s)
- May direct and coordinate snow removal, ice control, storm cleanup, debris removal, street sweeping, and other emergency roadway maintenance activities;
- Conducts route inspections, coordinate preventive maintenance activities, and respond to emergency service calls, including providing after-hours emergency response support
- Performs other duties as assigned to support the effective operation of assigned trade shop(s) and departmental functions.

Minimum Qualifications

Education:

- High School diploma or GED.

Experience:

- 4 years of related experience, including at least 1 years in a leadership or supervisory role

Certifications or Licenses:

- Must possess a valid Oklahoma Driver's License to operate University vehicles or obtain one within 30 days of hire.
- Some positions may require a contractor's license and/or additional trade-specific certifications depending on assigned area of supervision.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of methods, materials, tools, and equipment used in general maintenance, construction, grounds operations, and trade shops
- Strong attention to detail to ensure accuracy of data and information.
- Ability to prioritize and manage multiple tasks, perform under pressure, and meet established deadlines.
- Skilled in the use of tools and equipment acquired through extensive experience and/or specialized training



JOB DESCRIPTION

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- Ability to lead and supervise work crews in a fast-paced operational environment
- Ability to read and interpret complex technical documents, including blueprints, building plans, and related specifications
- Ability to communicate effectively both orally and in writing to train, direct staff, and explain complex instructions
- Ability to perform accurate recordkeeping, including logging work activities, maintenance records, and operational documentation
- Ability to ensure compliance with policies, procedures, and regulatory requirements across all assigned operations
- Ability to adapt to changing operational needs, including staffing shortages, emergencies, and seasonal demands

Working Conditions

Physical:

Ability to engage in repetitive motions. May be required to work on uneven terrain, elevated surfaces, confined spaces, or near active traffic and heavy equipment.. Frequent lifting and carrying loads in excess of 50 lbs.

Ability to use light and heavy-duty equipment and tools

Environmental:

Regular exposure to safety hazards. Regular exposure to odors and noise. Regular exposure to extreme weather conditions. Regular exposure to deadlines, interruptions, and pressure to meet productivity standards. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies. Work requires the use of appropriate personal protective equipment (PPE). Subject to emergency call-back, after-hours work, and extended shifts during severe weather events, emergencies, or operational demands.

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