

## Supervisor, Buildings & Maintenance

**FLSA Status:** Non-Exempt

**Pay Grade:** 20

**Job Title ID:** 16151

**Job Series/Job Family:** Business Services Series / Building & Maintenance Family

### Reports To

Director, Buildings & Grounds

### Job Purpose

To maintain building operations by directing and controlling maintenance functions and contractors; supervises facilities maintenance staff providing general maintenance and repair of buildings, property, furniture, or equipment.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Supervises, trains, and evaluates assigned staff; plans and develops work/staffing schedules, coordinates and prioritizes shop and field work, equipment usage schedules, and procedures for work unit.
2. Maintains paperwork and computer related work for the operation, maintenance, and repair activities.
3. Recommends modifications and upgrades to building systems.
4. Gathers information on projects and tasks that will be performed by the staff; organizes work orders and visits work sites to monitor progress; ensures standards are maintained on work performed.
5. Conducts inventory and orders materials as needed; reviews invoices for processing.
6. Implements and delegates a new preventative maintenance program for all electrical and mechanical equipment campus wide.
7. Depending on area of assignment, oversees and participates in the implementation of the preventative maintenance program and Lock Out/Tag Out program.
8. Estimates and purchases tools, materials, and supplies necessary to perform assigned duties and tasks.
9. Responds to emergencies and may perform locksmith duties.
10. Ensures appropriate employee safety training and compliance is completed.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintenance tools, materials, and safe work practices.
- General maintenance principles, practices, and techniques.
- Project cost estimating and project management.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.

- Effectively using organizational and planning skills.
- Applying general maintenance principles, practices, and techniques.
- Estimating time and material requirements of assigned work projects.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications for maintenance management systems.

### **Physical Requirements**

#### ***Required***

- May be exposed to hazardous chemicals and electrical currents
- Routine lifting of objects up to 80 pounds such as ladders, pumps, and other equipment
- Subject to climbing stairs, ladders and scaffolds, and working at heights above 30 feet.
- Subject to standing or walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, and crouching.
- Work is performed primarily in an external environment with exposure to inclement weather and varying temperatures.

### **Work Experience**

#### ***Required***

- Two years general maintenance and repair work experience, including one year supervisory work experience.

### **Education**

#### ***Required***

- High School diploma or equivalent.

#### ***Preferred***

- Associate's degree in related field.

### **Licenses/Certifications**

#### ***Required***

- Valid Texas driver's license.

### **Other**

#### ***Preferred***

- HVAC Certification. Valid Journeyman Electrician License issued by local authority.

### **Safety**

#### ***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.