



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Assistant Supervisor, Building Maintenance

JOB SUMMARY

Assists in the supervision of operation and maintenance of the Facilities Management and Construction Department's Building Maintenance component. Assists in directing the day-to-day and long term activities Physical Plant environment. Assures the delivery of quality maintenance services to the existing facilities and minor (in-house) renovation projects. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, Building Maintenance

Supervises: Electrical Inspector, Plumbing Inspector, Electricians, Carpenters, Painters, and Plumbers

PRIMARY DUTIES - May include, but not limited to the following:

Assists with the operational activity of the Building Maintenance component consisting of the electrical, carpentry, plumbing, painting, rough-in and roofing work.

Serves as the superintendent for specialized in-house construction and repair projects relating to space and building renovations.

Reviews plans and specifications, bills of materials, submittals, and other documents for sound design, completeness of data, and compatibility with existing features.

Constructs, installs, and repairs cabinets, shelves, doors, windows, walls, acoustical ceilings, door and window facing, wood and glass paneling, floor covering, roofing, and similar items.

Prepares cost estimates for minor construction and maintenance projects.

Responsible for implementing job standards for subordinate staff. Interprets departmental and University policies for workings.

Assures adherence to departmental safety policy and procedural guidelines.

Analyzes and solves work problems.

*Assistant Supervisor,
Building Maintenance
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Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Conducts facility inspections to determine repair and maintenance requirements.
Assures employees attendance and participation in safety training.
Adjusts work procedures to meet required schedules.
Develops work plans for reducing preventative and deferred maintenance relating to electrical and plumbing system components.
Makes alterations to existing structures by installing or removing walls, partitions, and similar construction.
Reviews and analyzes cost estimates and recommends savings as possible.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Technical trade licenses, certification, etc.

EXPERIENCE

Seven years industrial or education physical plant maintenance and renovation experience.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Strong analytical, interpersonal, and critical thinking skills.
Advanced knowledge of building materials, trades, and construction and maintenance applications.
Ability to develop preventive maintenance inspection checklists for plumbing and electrical systems, and evaluate programs for the sustenance of facilities and utility infrastructure.
Good organizational, scheduling, cost control and estimating skills.
Ability to understand and interpret work from sketches, blueprints, and specifications.
Ability to oversee several functions and/or perform several tasks at the same time.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to apply budgeting and fiscal planning techniques within financial constraints.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively - orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; crawl; kneel; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders and scaffolding higher than six feet (6'); talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. While performing the duties of this position, the employee may be required to travel. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure

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that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.