



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

JOB DESCRIPTION

TITLE

Supervisor, Building Maintenance

JOB SUMMARY

Position involves managing the operation and maintenance of the Facilities Management and Construction Department's Building Maintenance component. Directs the day-to-day and long term activities. Performs supervisory responsibilities over the trades area. Coordinates operational activities relating to in-house renovations, maintenance repair, and build-to-suit 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: Director of Physical Plant

Supervises: Assistant Supervisor, Inspectors, Carpenters, Electricians, Painters, Plumbers, Maintenance Workers, etc

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

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

Serves as project manager 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.

Prepares cost estimates for minor construction and maintenance projects.

Serves as technical advisor to management on building operational and maintenance issues relating to areas of expertise.

Serves as the lead with respect to ADA reporting and code correction.

Investigates complaints regarding the lack of facility services, employee performance, deficiencies in conduct, negative comments.

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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

Assures the continued development of sustenance needs through the facility capability and assessment program by conducting facility inspections annually to determine repair and maintenance requirements.

Performs other duties as required.

EDUCATION

High school diploma or equivalent required. Technical trades licenses, certifications preferred.

EXPERIENCE

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

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

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

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

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

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

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.

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

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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; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities 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. Work is performed indoors and outdoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

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 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.

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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.