



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

JOB DESCRIPTION

TITLE

Supervisor, Facilities - Dallas Campuses

JOB SUMMARY

Position involves managing the operation and maintenance of all building systems, components and equipment for Dallas Parkland and Presbyterian campuses. Performs supervisory responsibilities and directs the day-to-day and long-term activities to accomplish defined goals and objectives. Assures the delivery of quality maintenance services to all University clients. 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, Physical Plant

Supervises: Maintenance Worker Leaders, Maintenance Workers, Custodial Leaders and Custodians

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

Assures the proper maintenance and operation of all building structural and finished components, electrical, plumbing mechanical systems and related equipment.

Supervises the staff responsible for operating all electrical, plumbing, mechanical and control systems and performing all housekeeping activities.

Sets goals and objectives for accomplishing tasks in a timely fashion and establishes procedures and standards for routine service as approved by the Assistant Director of Operations.

Assists in establishing and enforcing policies and procedures for preventive maintenance programs designed to minimize unwarranted failure.

Performs inspections of all equipment and building components on a periodic basis and documents maintenance records.

Prepares cost estimates for minor construction and maintenance projects.

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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.
Perform after hours call-out duty to respond to facilities issues that occur after hours.

ADDITIONAL DUTIES

Acts as onsite support for construction projects on the Dallas Campuses.
Prepares cost estimates for minor construction and maintenance projects.
Monitors and manages the utility usage throughout the buildings on Dallas campuses
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. College course work or degree preferred. Technical trades, training licenses, and certifications preferred.

EXPERIENCE

Seven years of industrial or institutional plant maintenance and operations, renovation, and/or systems experience. Strong organizational scheduling, cost estimating and control skills.

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

Demonstrated working knowledge of basic utility cost management principles.
Demonstrated ability to motivate personnel and get the job done.
Demonstrated ability to understand and work from sketches, blueprints, and specifications, and understand complex designs.
Demonstrated ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Demonstrated ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Demonstrated knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
Demonstrated ability to apply budgeting and fiscal planning techniques within financial constraints.
Demonstrated ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Demonstrated 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; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. May be required to sit for long periods of time. Must have the ability to lift and carry equipment and materials weighing approximately 50 pounds and the ability to crawl, walk, bend, stoop, kneel, stand, and twist the body while working with equipment. Must have the ability to work both indoors and outdoors and around electrical hazards. Must have the ability to work at heights up to 30 feet on a man lift or ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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/outdoors and in environments with extreme temperatures (steam tunnels, etc) and humidity levels. The noise level in the work environment is moderate to loud. 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.

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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.