

Sul Ross State University

Position Description

Official Title: Building Maintenance Supervisor **Salary Group:** 13 Non Exempt **Job Code:** 6521

Summary

Function: To supervise and provide skilled leadership to the carpenters, painters and maintenance staff within the Building Maintenance Department.

Scope: Maintenance, renovation and construction as assigned to all University structures, interior and exterior, University wide.

Duties

Essential: Progressively plan, schedule and supervise the safe and efficient implementation of the following: Typical carpentry and painting functions that meet or exceed industry standards, daily maintenance functions, prepare estimates, oversee the layout, construction and punch-out of assigned projects, requisition of materials, oversee the operating and quality control of the carpenter and paint shops, including locks, framing, structural repairs, surface repairs and matching colors, oversee inventory transactions from General Stores as related, perform preventive and corrective maintenance on all shop tools and equipment, organize and maintain an adequate record keeping program, maintain good relations with all members and visitors of the campus community. Other duties as assigned. Must practice and train SAFETY FIRST. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: From Building Maintenance Superintendent

Given: To carpenters, maintenance workers, painters and student assistants

Education

Required: High school graduate or equivalent

Preferred: Vocational or educational classes and training as related to the duties of the position

Experience

Required: Proven success as a supervisor in the field of Building Maintenance; knowledge of the methods, tools and practices of current industry standards; minimum two years experience as a foreman or supervisor in the construction and/or building maintenance field; successful experience with the design, planning, scheduling, and safe completion of renovation and construction projects as related to a university setting.

Preferred:

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: University wide. Position is Security Sensitive. After hours and weekend on-call availability required.

Other: Current driver's license and driving record acceptable to the University must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 2014