

Wright State University
CLASSIFIED JOB SPECIFICATION
Maintenance Supervisor

I. JOB INFORMATION

Job Title: Maintenance Supervisor (CS 06)

Job Class: 51216 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under administrative direction provides support, supervision and direction to the work force to include specific activities relating to maintenance function.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Planning and directing the work activities of employees; assigning and monitoring work duties and responsibilities; establishing and modifying work methods, schedules, and priorities.
- Supervises and directs the work activities necessary for efficient and timely repair and maintenance of buildings, established work priorities, methodology, work flow and manages work direction to ensure efficient attainment of goals while ensuring quality
- Communicates the scope of maintenance work, coordinates timelines for completion of work and conducts follow-up with building customers.
- Coordinates work with other maintenance units, other university departments and outside contractors as necessary.
- Coordinates time lines, oversees all aspects of the project and conducts follow-up with customers on completion of work
- Communicates and enforces all department, university, and bargaining unit policies and procedures.
- Communicates concerns and responds to emergencies including structural, mechanical and electrical systems including safety systems such as fire and smoke alarms, elevators and emergency generators to ensure safe and efficient operations.
- Maintains all required logs and files including, but not limited to, work orders within the ISIS system, overtime rosters, purchases, maintenance projects, and inventory.
- Responsible for budget controls and approves expenditures within authority limits. Maintains accurate budget records and logs following purchasing processes and policies and manages inventory of parts and materials for efficient work processes.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

High school diploma or GED plus three years experience in building and maintenance repair (e.g., electrical, plumbing, carpentry, painting, etc.), to include one year supervisory experience. Excellent interpersonal and communication skills; project manager Extensive knowledge of the Ohio Revised Code, Ohio Fire Code and Ohio Basic Building Code and ability to calculate basic math.

V. WORKING CONDITIONS

Exposed to dirt, odors, moisture/wetness, variable temperatures and weather conditions, loud equipment noise, air fumes, potentially dangerous equipment (e.g., hand and power tools) when demonstrating use, and electricity; requires moderate physical effort

VI. WSU TESTING/EXAMINATIONS REQUIRED

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

VIII. JOB SERIES

51200

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.