

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Building & Grounds Maintenance Supervisor/LC**

**I. JOB INFORMATION**

**Job Title:** Building & Grounds Maintenance Supervisor/LC (CS 18)

**Job Class:** 41221

**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**

- Plans, assigns and supervises completion of work for maintenance, grounds and custodial crews. Supervises and participates with crews engaged in a variety of buildings, grounds maintenance and custodial activities.
- 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.
- 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.

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

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

A high school diploma or GED and six years (FT) of related work experience OR, two years of post-secondary education and three years of (FT) related work experience OR, a bachelor's degree in a related field and two years (FT) of related work experience. Direct supervisory experience; extensive knowledge of skilled and semi-skilled trades; management experience, priority setting and customer service skills; high degree of technical, mechanical and electrical knowledge; project management experience. Extensive knowledge of the Ohio Revised Code, Ohio Fire Code and Ohio Basic Building Codes and ability to calculate basic math.

**V. WORKING CONDITIONS**

May be required to work weekends and nights when necessary and to carry paging or cellular equipment for normal business activities and after normal working hour's response. Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials. May be required to work on holidays.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

**VIII. JOB SERIES**

41120

*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.*