

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Maintenance Supervisor*

**I. JOB INFORMATION**

**Job Title: Maintenance Supervisor (CS 18)**

**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**

- Responsible for the activities, conduct, direction, supervision, scheduling, motivation, review, evaluation, and any required disciplinary actions of a diverse work force.
- 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, establishing work priorities, methodology and 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 CMMS system, overtime rosters, purchases, maintenance projects, chargebacks and inventory.

- Responsible for budget controls and approves expenditures within authority limits. Maintains accurate budget records and logs adheres to purchasing and chargebacks processes and policies and manages inventory of equipment, tools, parts and materials for

*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 five years (FT) of related work experience OR, two years of post-secondary education and 2.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 1.5 years (FT) of related work experience. Excellent interpersonal and communication skills; project management experience, and ability to calculate basic math. Needs to be well suited and skilled at working in a fast paced, customer focused work environment. Must be willing and available to respo Knowledge of the Ohio Revised Code, Ohio Fire Code and Ohio Basic Building Code.

**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 Any combination of overtime, shift work, weekend and holiday work may be required. This position is designated as essential and/or the employee is required to provide a means to be contacted during non-duty hours for emergencies.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**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.*