



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

**Building Maintenance
Superintendent**

MANAGER ROLE

Career Series: Maintenance	Job Code: 12215 Grade: E	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the managerial level classification has broad decision making authority and independence, and originates new policies and procedures. This classification requires extensive knowledge of building maintenance and supervisory principles and techniques in order to supervise skilled crafts, maintenance workers, and other employees in the maintenance, repair, and improvement of a facility in a department segment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates and plans work for skilled and semi-skilled craft employees.
2. Schedules workforce.
3. Supervises, trains, and evaluates employees.
4. Conducts safety meetings.
5. Coordinates work with other departments.
6. Performs administrative duties (e.g., monitors expenditures related to budget; conducts billing authorizations, materials procurement, and work order processing; estimates time, material, and labor costs).
7. Maintains payroll, and leave records, and related rosters, files, and documents.
8. Assists in development of policies and procedures.
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of supervisory principles and techniques; employee training and development; safety practices pertaining to maintenance; and budget analysis*. Skill in building maintenance (e.g., electrical; plumbing; carpentry); operation of power/hand tools; and computer*. Ability to understand system of mechanical procedures (e.g., wiring; plumbing; carpentry); demonstrate dexterity and skillful use of hands; and prepare concise and accurate records.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

24 mos. training or 24 mos. experience in building maintenance (e.g., carpentry; electrical; plumbing). 9 mos. training or 9 mos. experience in operation of hand and power tools. 6 mos. training or 6 mos. experience in supervisory principles and techniques, and employee training and development.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity