Maintenance Supervisor

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<th>Sub Family: Maintenance</th>
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**Job Family**

**Facilities and Operations:** Facilities job family serves to ensure the cleanliness, maintenance, and operation of campus facilities and grounds. Functions encompass custodial, grounds, and maintenance services, including oversight and programmatic administration.

**Sub Family**

**Maintenance:** Performs a variety of repairs, replacement, and maintenance of electrical and plumbing equipment, building systems, and equipment. Responsible for the general maintenance of all campus facilities. May include carpentry work, painting, custodial equipment repair, electrician work, plumbing, and HVAC repair.

**Job Responsibilities**

- Collects, maintains, and processes information such as timecards, vacation requests, work, and supply orders.
- Ensures proper operation and maintenance of all equipment and establishes and monitors safety standards.

**Role**

- Supervises work activities. May have significant input for personnel actions for team. Position at this level may have a portion of time spent on performing duties similar to those of direct/indirect report in the department, however, supervisory activities must be a primary job function.
- Accountable for the effectiveness and productivity of area.

**Impact and Complexity**

- The responsibilities for this position are clearly defined. Typically solves technical and operational problems using established guidelines and procedures.
- Works under general supervision and work progress/outcomes are reviewed for soundness of judgment and overall thoroughness and accuracy.
- Supervises workflow and processes that are clearly defined and routine. Work is guided by policies and standards. Work impacts the day-to-day objectives and results of job area.
Requirements

Knowledge and expertise in custodial or related services and leadership and administrative skills typically obtained through an Associate’s degree and 2 or more years of experience including lead and/or supervisory experience. An equivalent combination of education, training, and experience is acceptable.

*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.*