Maintenance Superintendent

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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**

- Plans, schedules, and delineates work orders to the appropriate department or shop. Inspects remodeling in regards to area of expertise to ensure compliance with specifications.
- Develops, modifies, coordinates, or manages preventative maintenance programs. Inspects facilities and views complaints and requests to determine needed maintenance work. Identifies critical issues that could interrupt normal functions or create emergency conditions in the future.
- Provides technical leadership to projects and in the resolution of complex system and/or process issues. Assists in the development of proposals for expanding and improving specialized systems or facilities.

**Role**

- Supervises/manages a work unit and typically has full authority for personnel actions for unit/team.
- May contribute to perspectives in the development of the area’s operational plan.
- Accountable for achievement of job area’s operational objectives.
Impact and Complexity

- Differing situations require search for solutions from several alternatives. There may be uncertainty or a lack of information that requires investigation.
- Work is performed in accordance with established organization policies or external regulations that may require some interpretation and/or selection to ensure that proper procedures are followed. (A policy is defined as a statement that guides decisions and actions.) Work has a significant impact on the achievement of results and operational objectives within the wider job area.

Requirements

Knowledge and expertise in concepts, principles, and practices of maintenance and facilities services typically obtained through an Associate’s degree in facilities management, maintenance, or related technical field and 3 or more years of experience in facilities including 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.