

Classification Specification: Building Maintenance Superintendent

Classification Number: 53133 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Supervises building maintenance supervisors and other staff in maintenance and repair of buildings and equipment. Arranges and coordinates work crew schedules and provides any necessary guidance or parts for all jobs. Obtains quotes and submits purchase order requests. Manages external contractors and submits invoices for payment. Attends meetings. Manages assignments through work order system.

Essential/Primary Duties

- Supervises maintenance staff, trades and external contractor personnel. Establishes schedules and approves time reported.
- Manages the care, maintenance and repair of buildings. Assigns work orders to appropriate personnel. Orders parts and services as needed.
- Manages assignments through work order system.
- Oversees contractors and submits invoices for payment. Reconciles purchasing credit card receipts and other invoice statements.
- Attends meetings and provides advice related to projects.

Experience and Education

Experience

- Two years related experience required

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Moderate work: occasionally work in difficult position and with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting moving materials greater than 50 pounds. May climb ladders and use lifts.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to read and understand blue prints and schematics

Supervisory Responsibility

Full-Time

May supervise building maintenance, trades and other staff

Part-Time

None

Providing Direction

Full-Time

May provide work direction for building maintenance, trades and other staff

Part-Time

Contractors

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.