

# Classification Specification: Sr. Building Maintenance Superintendent

Classification Number: 53134 Pay Grade:  
Effective Date: April 4, 2014 Current Exemption Status: Nonexempt

## Position Summary

Under general supervision, supervises staff (i.e., custodial, trades, building maintenance) and external contractors. Independently oversees all aspects of programs for maintenance and repair for an area or group of buildings and grounds. Inspects facilities; determines method of maintenance or repair; sets priorities; establishes maintenance, repair and replacement policies; formulates department maintenance procedures; reviews and schedules work through work order system. Maintains files, serves on committees and attends meetings. May interact with city and utility providers and run or monitor special projects.

## Essential/Primary Duties

- Supervises staff (i.e., custodial, trades, building maintenance), including hiring, training, assigning and reviewing work, and responding to grievances.
- Independently oversees all programs of maintenance and repair of buildings or areas of responsibility, including equipment, utilities and grounds. Inspects facilities and determines method of repair or replacement. Determines priorities and assigns work through work order system. Establishes maintenance, repair and replacement policies, and formulates department maintenance procedures. Supervises and coordinates all maintenance, remodeling and preventive maintenance repair projects. Inspects buildings, premises and equipment for compliance, and provides technical assistance in all areas of building, grounds or equipment maintenance.
- Approves purchase of equipment and supplies. Develops cost estimates and long range plans. Reviews specifications, proposals and contracts. Monitors contracts and agreements. Prepares progress reports and resolves issues. Orders parts, maintains stocks levels and maintains all related documents, purchase orders, invoices and quotes.
- Maintains files, records and required documentation to reflect department activity. Records materials used, methods of repair and replacement inventory of parts and equipment. Attends meetings and serves on committees. May represent department at meetings.

## Experience and Education

### Experience

- Two to three years related experience required; previous supervisory experience or training 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 working in difficult position and/or 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.

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## 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.

## Essential Competencies

- Knowledge of basic science and scientific methods
- 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 query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to draft office correspondence
- 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 and trades and other staff

### Part-Time

## Providing Direction

### Full-Time

### Part-Time

Contractors

## Responsibility for Student Workers

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