

Sam Houston State University Human Resources

Staff Classification Description – Facility Maintenance Supervisor

Skill Category: Professional
Position (Employee) Class: 3N010 (E1)
Grade: 16
Date: 10/2014

Department: Facilities

Educational & Experience Requirement: High School graduate or G.E.D. equivalent plus completion of a two-year technical degree related to job duties. Five years experience as a building operations and maintenance technician with two years experience in a supervisory or management role. Certified Maintenance Electrician. Licensed Stationary Engineer, City of Houston second grade or equivalent. Experience with Building Automation Systems (BAS). Requires knowledge of trade fundamentals. Must be able to use Microsoft Office programs. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Manages daily operations, maintenance, custodial, and grounds at the Woodlands Facility.

Supervision Given & Received: Works under minimum supervision and may assign and supervise the work of maintenance and custodial workers.

Primary Responsibilities: Operates and maintains building(s) in a cost-effective and safe condition in accordance with an approved budget. Maintains building and equipment in accordance with original design or manufacturer's guidelines and standards. Supervises maintenance personnel including hiring, training, terminating, promotions, performance evaluations, work scheduling, work inspection, and work order administration. Manages, directs and schedules activities of assigned personnel to ensure staff adherence to all policies and procedures. Manages small facilities projects. Schedules and assists with special events. Develops and coordinates all aspects of facilities safety and safety training in accordance with SHSU safety policies and procedures. Performs preventative and maintenance service work including heating and air conditioning, chillers, pumps, cooling towers, thermostats, DDC controls, plumbing, electrical (110 volts AC or less), fire alarms, general equipment preventive maintenance, and carpentry. Coordinates with supervisor and works with vendors and contractors. Performs other related duties as assigned.

Other Specifications: Ability to work with drawings, diagrams, sketches and verbal instructions. Must be able to climb ladders, climb flights of stairs, work in confined spaces, differentiate different colors, work outdoors, work in noisy environments, lift heavy objects weighing up to 50lbs, work overhead, and manipulate hand and power tools. May be required to work hours other than 8 a.m. to 5 p.m., Monday through Friday or when "called out" by an emergency. Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university's insurance carrier is required. Must have good oral and written communication skills. Uniforms and identification badges are provided by the University according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.