

Sul Ross State University

Position Description

Official Title: Assistant Director Building Maintenance
Salary Group: Unclassified (4)

Job Code: 3707

Summary

Function: Plan, organize, direct, and supervise the activities of the Building Maintenance, Central Receiving, Utilities and Electrical personnel.

Scope: To progressively provide building maintenance to University structures. To access conditions and maintain current status of all University structures.

Duties

Essential: Provide leadership for the respective foremen in areas of planning their assigned duties, coordinating schedules with other departments, prioritize work, requisition materials and services for the Building Maintenance, Central Receiving, Utilities, Electrical departments; prepare budget request for the progressive maintenance and operation of these department; inspect and monitor the repairs, maintenance, and operation of these department and make recommendations for improvement; provide updated training respectively for all employees in these departments; establish and maintain a comprehensive safety program; monitor and maintain effective security levels to safeguard University assets; other duties as directed. Areas of responsibility include University wide building, structures, permanent, and temporary, attached and unattached, and other related items. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Assist with special projects as assigned.

Supervision

Received: Accountable to the Director of the Physical Plant. Instructions regarding the mission and goals, policy, and procedures of the Physical Plant department.

Given: Supervision of the Building Maintenance Foreman, Central Receiving Foreman, Utilities Foreman and the Electrical Foreman.

Education

Required: High school graduate or equivalent with advanced training in Industrial Technology.

Preferred: B.S. in Industrial Technology, Industrial Arts or related field.

Experience

Required: Minimum one-year experience in Building Maintenance management. Management experience with carpenters, painters, electrical and other skilled craftsmen in a University setting. Supervisory experience of approximately 15 employees and the ability to perform functions associated with private contractors, knowledge of the tools, materials, and methods to provide building maintenance services University wide.

Preferred: Experience in the development of programs designed to increase the efficiency of the work force. Progressive preventive maintenance programs and the demonstrated ability to maintain usable and sound structures on a continuing basis. Experience as a construction superintendent.

Equipment/Skills

Required: IBM compatible computer skills

Preferred: Spreadsheet and database entry computer skills.

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Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: December 2, 2016