Crew Supervisor, Facilities Maintenance

Job Code 00007246

General Description
Responsible for supervising the maintenance of assigned area of the university.

Examples of Duties
Coordinate job assignments.
Schedule and assign work orders to facilities maintenance.
Monitor work of crew to ensure quality.
Assist in identifying and correcting complex maintenance problems.
Provide price estimates for damage.
Maintain employee records and files.
Supervise the installation and repair of electrical lighting.
Supervise the restoration of electricity to rooms and buildings.
Supervise the restoration and repair of air conditioning/heating to a floor or entire building.
Supervise the temporary repair of broken glass in windows or doors.
Supervise the repair or replacement of door closures, locks, panic bars, dead bolts, and automatic handicapped door operators.
Supervise the repair of hot water generators.
Supervise the repair of commercial cafeteria equipment.
Supervise the repair of water and sewer lines, pumps, faucets, commodes, tubs, showers, and water heaters on emergency basis as needed.
Supervise the clean up of campus equipment rooms.
Supervise emergency abnormal phenomena such as car wrecks, trees falling, gas leaks, campus power outages, and coordinator with appropriate shop supervisors and/or public works as needed.
Coordinate with University Police Department and technical services in the repair or reset of fire alarms.
Supervise the inspection of elevator telephone, documentation for compliance, the resetting of elevators, and the removal of occupants in emergency situations.
Assist Cogeneration Plant in power outages.
Supervise the installation, repair, and adjustments of campus clocks.
Supervise the removal of bats, wasp nests, raccoons, and other wild animals from in and around campus buildings.
Supervise the repair and redirection of irrigation system lines and sprinklers.
Calculate and estimate materials needed for jobs.
Conduct employee training and evaluations.
Perform other duties as assigned.
Knowledge, Skills, and Abilities

**Knowledge of:** basic electricity codes and standards; basic carpentry; plumbing installation and repair; basic math; safe maintenance and operation in high voltage conditions; hazards and approved safety requirements, and practices of the Facilities Operations and University Systems; electrical metering devices; a/c chill water systems; plumbing, electrician, locksmith, carpentry, and fire safety trades; building clock systems.

**Skill in:** effectively directing the work of others and motivating output; interacting courteously with others; training others; creating clear, concise letters, logs, schedules, time sheets, memos, and reports; working as a team member; problem solving and decision making in emergency situations;

**Ability to:** read and interpret blueprints, schematics, work orders, measuring devices, tapes, and rulers; perform repair and maintenance; prioritize workload; supervise others.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements