Head Facilities Maintenance Worker

Job Code 00007249

General Description
Responsible for overseeing the maintenance of the residence halls and apartment complex facilities.

Examples of Duties
Oversee work performed on residential buildings.
Assist in trouble shooting problems.
Coordinate workloads with apartment management and dorm directors.
Delegate work to subordinates.
Maintain inventory of parts, supplies and tools.
Assist in performing facilities maintenance work.
Inspect buildings.
Assist in renovations and major repairs.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Electrical, HVAC, carpentry and plumbing codes; university policy and procedure; apartment tenant rights.
Skill in: Completing purchase requests, keeping records, and making reports; working as a team member; interacting courteously with others.
Ability to: Understand schematics, take measurements, and read technical manuals; perform basic math, to explain work problems to others.

Experience and Education
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

Revised 09/20/2012