Supervisor, Facilities Maintenance

Job Code 00001547

General Description
Responsible for ensuring students, faculty and staff living in residential buildings belonging to Texas State University receive quality services.

Examples of Duties
Delegate work requests, planning, and scheduling of work activities involving maintenance, renovation, or installation of items in all resident halls and apartment complexes.
Review work order logs, schedules and maintenance logs.
Conduct inspections of work being done by staff and outside contractors.
Coordinate work with other shops, crews, and contractors.
Analyze charges made to account.
Prepare miscellaneous reports.
Conduct and attend meetings.
Assess information.
Procure materials, manpower, assistance, etc.
Follow up with vendors.
Interview, hire, discipline, recommend promotion, dismissal, evaluate and counsel employees.
Supervise staff.
Act as a Public Relations officer to help resolve concerns of students, parent, faculty and staff.
Inspect building and equipment conditions to determine maintenance or replacement needs.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: institutional policies and procedures, federal and state laws, rules and regulations, basic HVAC, plumbing, electrical and building constructions concepts, safety practices and procedures and guidelines.

Skill in: Preparing documents and evaluations, in interacting courteously, in directing the work of others, in establishing rapport with a variety of clients, in prioritizing workloads, work as a team member, in mediating disputes.

Ability to: Understand policies and procedures, perform intermediate math, to understand and explain blueprints, schematics, specifications, to evaluate staff students, and faculty needs, to formulate clear and concise plans and proposals, to work under short deadlines, to lead and supervise staff, to communicate orally and writing, to problem-solving and decision making, to operate a computer and related software
**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**