Supv, Facilities Structures

Job Code 50021562

General Description
Manage personnel and resources in university facilities. Ensure quality services facilities services.

Examples of Duties
Delegate, plan, and schedule work activities involving maintenance, renovation or installation of items in facilities buildings.
Monitor and periodically review maintenance and maintenance records kept.
Provide customer service.
Coordinate the work of crews, contractors and other staff to ensure efficient workflow.
Analyze expenditures and monitor budget.
Provide leadership and supervision to staff.

Knowledge, Skills, and Abilities
Knowledge of: university, college and department policies; interpretation of blueprints and schematics.

Skill in: working as a team member; providing leadership to accomplish goals; supervising staff.

Ability to: generate reports; perform basic math and algebra; develop formulas in an excel spreadsheet.

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