

Family: Facilities and Operations

Level: AM6

Position Profile Title: Supervisor-Univ Fac/Ops

Salary Grade	Minimum	Midpoint	Maximum
4	\$44,496	\$60,000	\$75,516

PROFILE SUMMARY:

Positions in this job profile are responsible for facility maintenance or operational management for university Facility Services. They supervise staff while actively performing daily activities and tasks that support the function or department.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Supervisor-Univ Fac/Ops profile are the responsibilities to provide supervision and participate in the day-to-day activities and work of facilities and operations across the university.

PRIMARY POSITION RESPONSIBILITIES:

1. Oversees the day-to-day operations of a limited subset of a department or unit for facilities operations, including completion of scheduled, corrective, and predictive maintenance activities, assigning and performing work received through customer requests and managing within the unit budget.
2. Provides subject matter expertise to internal and external stakeholders regarding the maintenance and operations of facilities and operations across the university.
3. Manages and maintains reports, documentation, and management system for receiving, tracking, completion of all work activities and inventory/equipment utilization.
4. Ensures compliance with university policy, federal, state, and local laws, regulations and industry standards.
5. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.
6. Performs work assigned in same trade or maintenance areas as those being coordinated.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; the job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Functions Across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Customers

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ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Supervises work of classified employees, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff.

Monitors, informs, reports on budgets.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, Inter-Departmentally, and/or Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.

Collaborates and interacts within Dept/Unit to:

- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

3 years of experience performing trade-specific work.

1 year of experience providing supervision or lead work of facilities and operational employees.

May require certification or licensure.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.