



Job Title	Superintendent, Facilities Maintenance	Job Code	FS0734
Pay Plan	USPS	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Maintenance

Job Family & Subfamily Summary

Facilities Professionals Plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Maintenance Professionals Performs a broad range of duties essential to efficient, effective, and safe operation of facilities and services within and across the university.

Job Summary

Supervises, trains, plans, schedules, and coordinates the workload for assigned employees in a timely manner to ensure safety, quality maintenance, sanitation, and proper function of all buildings, systems, equipment, and surrounding environment. This position is also a primary point of customer contact which represents the organization and is responsible to ensure customer satisfaction and communication.

Representative Duties

1.
 - Supervises staff to include scheduling and all personnel actions
 - Analyzes and categorizes work backlog
 - Ensures that all life safety and urgent work orders are responded to and resolved in an expedited manner
 - Provides complete planned work packages by ensuring comprehensive data integrity
2.
 - Coordinates schedule utility and equipment shutdowns required to complete project
 - Analyzes schedule status and forecasts manpower availability
 - Analyzes and categorizes work backlog by prioritizing and assigning efforts required for work completion
 - Creates custom reports
 - Maintains and adheres to scheduled completion dates with a prioritized productivity level documenting any discrepancies
 - Ensures compliance to enacted policies, regulations, or laws
 - Inspects zone work and contractor work for completeness, fulfillment of the identified scope, safety and health, and general quality of workmanship
3.
 - Provides coaching & training on job assignments, standards, and customer service
 - Functions as liaison between customers and service providers
 - Provides leadership with data to improve the ratio of planned work to unplanned work

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.