

Oklahoma Baptist University

Position Description

Title: **Facilities Services Supervisor, Trades** Department: **Facilities Services**

Robert Marquardt	8/18/2020	Robert Marquardt	8/18/2020
Prepared by	date	Approved by	date

Supervision received: Manager of Facilities Services

Supervision given: All Trades, Service Technicians, Student Workers

OBU Mission Statement OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose

Responsible for managing and directing the maintenance of campus buildings and vehicles. Coordinate and schedule the work of all trades, and service technicians. Actively participate in successful completion of service requests and minor construction projects.

Essential functions

- Organize, prioritize, and schedule service requests for staff. Ensure work is completed in a timely, professional manner, and that accurate data is submitted for recording into Main Boss CMMS.
- Manage campus locks, keys, and door hardware and keep accurate records of key distribution.
- Oversee the warehouse, shipping and receiving areas and the FS maintenance yard.
- Provide direction and supervision to employees.
- As part of a team, perform facility condition inspections of university buildings to determine maintenance and capital improvement needs.
- Ensure staff has the proper mix of vehicles, equipment, tools, and materials to perform their jobs effectively.
- May attend meetings, approve timecards and invoices, and stand in for the Director in his/her absence.
- As a budget director, assist the Director in developing the annual budget for the building trades budget and the major repair and renovation budget.

Qualifications:

Knowledge, Skills and Abilities

- Detailed knowledge of the technical skills required for facility maintenance required.
- Working knowledge of trades related to building maintenance and repair and areas of responsibility including warehouse, shipping and receiving, and vehicle & equipment maintenance services.
- Ability to read schematics and blueprints.
- Ability to effectively communicate with co-workers, students, staff, faculty, contractors, and vendors.

Education

- High school diploma or GED required.
- Trade school or technical training preferred.

Experience

- Minimum three years' experience in the building construction trades required.
- Supervisory experience preferred.

Equipment

- Ability to safely use hand tools, power tools, and equipment related to the field of expertise.
- Ability to operate a computer and utilize software including Microsoft Office and Main Boss computerized maintenance management system (CMMS).

Other duties

- Any additional duties assigned by the Manager of Facilities Services.

Physical Requirements

- Ability to sit, stand, walk, climb, bend, kneel, and grasp. Safely lift 80 pounds.

Special Requirements

- Must possess and maintain a valid Oklahoma Driver's license.
- Must be an active member of a local evangelical church.
- Must serve as a supervisor on-call for after hours' response to emergencies.
- This position is designated as a safety sensitive position and employment is contingent upon results of a drug test based on OBU's Drug Testing Policy.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation*

Employee signature _____ Date _____ Supervisor signature _____ date _____

** If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

HR Office only

___ New Revision: _____ FLSA: non-exempt IPEDS _____ Sal/Grd assignment: _____

PRN(s) _____