

Pittsburg State University
Job Description
Maintenance Supervisor Senior (G0E168)

FLSA Status: Exempt
Grade: 009 Annual Staff
Job Family: Campus Operations and Services
Career Ladder:
Updated: 2/4/2024

*The **Job Description** is the document used to assign positions to jobs. The **Position Description** is the document that provide details about a position that has been assigned to the job. The **Position Description** includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The **Position Description** also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the **Job Description**. Details in the **Position Description** are used to assess the performance of the employee assigned to the position.*

General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions

The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised

Primary Function: The primary function of this position is to administer the workflow of two or more maintenance teams. Positions assigned to this job perform exempt duties.

Supervision and Instruction Received: Positions assigned to the Maintenance Supervisor Senior job typically reports to the department head but may also report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

Interactions (purpose, with whom frequency): Employee has daily contact with other employees on the job, including contact with university faculty, staff, and students when assigned to academic buildings. Employee has infrequent contact with vendors, contractors and other when visiting campus.

Examples of Essential Duties and Responsibilities

The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.

1. Supervises employees in the performance of their duties in assigned positions.
2. Instructs workers on proper methods and techniques, controls quantity and quality of work produced.
3. Monitors that safety rules are followed and all equipment is kept clean and in good working conditions.
4. Plans and schedules work assignments, complete work forms and submit to office.
5. Prepares long-range preventative maintenance schedule, evaluate supporting employees work and complete evaluation reports, recommend salary increases, recommend termination of employees, help schedule vacations for employees, supervise cleanliness of shop areas, supervise care and maintenance of equipment.
6. Examines and analyzes submitted design proposals.
7. Perform any other related duties as required or assigned.

Leadership, Supervisory or Management Responsibilities

Mark an "X" next to the one statement which best describes the job, if applicable.

	Lead worker (assigns, trains, schedules, oversees, or reviews the work of others)
X	Supervisor (plans, staffs, evaluates and directs work of employees in a work unit)
	Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers)

The number of employees led, supervised, or managed is included in the position description.

Minimum Education and Experience – Required at Hire

The following minimum education and experience is required at time of hire. Additional education and experience may be preferred. Preferred education and experience is identified in the Position Description.

- High school diploma or equivalent
- Eight years of related maintenance and repair experience

Examples of Competencies – Knowledge, Skills and Abilities (KSA's):

The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.

- Talk and hear – Regularly.
- Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.

- Climb tall ladders – Occasionally.
- Perform repetitive wrist, hand and/or finger movement – Regularly.
- Have precise hand-eye coordination.
- Stand and walk for extended periods – Regularly.
- Ability to operate telephone and computer skills including the use of Microsoft Office, Excel and Word- Regularly.
- Able to work with and operate power tools, landscaping tools and mechanical equipment – Regularly.
- Able to lift and carry various tools and materials weighing up to 75 pounds - Regularly.
- Reach with hands and arms; stoop, kneel, crouch and crawl – Regularly.
- Have repetitive wrist, hand and finger movement, and precise hand-eye coordination – Regularly.
- Have working knowledge of applicable trade and general maintenance - Regularly.

Environmental Conditions (Hazards, Risks or Discomforts)

The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.

- Position requires work inside and outside buildings and facilities.
- May be exposed to moderate and/or loud noise levels.
- Must use electrical equipment with potential exposure to electricity.
- Must use chemicals.
- May need to use and climb high ladders.
- May be exposed to extreme temperatures, adverse weather conditions, heights, ladders, electrical voltage, trenches, heavy equipment and hazardous materials.

Equipment or Machines Used

The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.

- Tools required for the trade.
- General office equipment such as a computer and telephone.

License or Certification Required by Statute or Regulation

List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.

- Valid Driver's License
- Must be able to obtain and maintain appropriate license and/or certifications needed for specific trade.

Additional Requirements

The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.

- Blood Borne cleaning and disposal of all waste products.
- Regular attendance is a necessary and essential function
- Must be able to work on evening and weekends when needed or assigned.
- Satisfactory Pre-Hire Background Checks Required:
 - Sex Offender Registry Check
 - Criminal Record