

Facilities Supervisor

Function of Job:

Under broad supervision of designated administrator, supervise and maintain several facilities, including grounds, equipment, vehicles and inventory; supervise contract services, and provide input for facilities' budget and long-term planning.

Characteristic Duties and Responsibilities:

1. Supervise and/or perform maintenance work to maintain assigned facilities and grounds, including ice/snow removal, routine repairs and cleaning, and pest removal
2. Register and maintain vehicles and coordinate annual inspections.
3. Oversee heating and cooling systems, make minor repairs, and coordinate major maintenance.
4. Review annual budget, provide input on cost estimates, and review invoices.
5. Order and maintain adequate inventory of materials and supplies for maintenance, repair and proper functioning of facilities and assigned equipment.
6. Move furniture, supplies, storage containers, and clean offices as assigned.
7. Inspect facilities for deterioration, cleanliness, and safety.
8. Maintain records and reports as required, including future repairs/renovations needs.
9. Manage surplus property and storage.
10. Remove waste, recycling, and debris from grounds and facilities.
11. Oversee contract services and provide input on evaluating such services.
12. Provide pickup and delivery services as needed.
13. Follow applicable departmental safety policies.
14. Supervise hourly staff as assigned.
15. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or equivalent.
2. Four years experience in building trades and maintenance.
3. Communication and supervisory skills.
4. General trade skills and mechanical ability.
5. Computer skills as required by department.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather for prolonged periods of time.
7. Must be able to wear personal protective equipment.
8. Valid motor vehicle operator's license.

Additional Desirable Qualifications:

1. Specialized course work in trades/construction.
2. Experience working with vendors and contracts.

7/13/92

System Approval

7/13/92

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.