

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **Assistant Building Manager**

Class Code: N1157  
Pay Range: 05

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Provides support to events and general operations of the building. Under the direct supervision of the Assistant Director of Operations, the Assistant Building Manager will be responsible for helping to implement event setup requests.

### **PRIMARY DUTIES**

1. Provide exceptional customer service to all those encountered within the University's campus.
2. Recommends and oversees internal operating procedures.
3. Assist management in conducting regular room checks and patrols.
4. Reviews work orders; determines work priority and makes appropriate personnel assignments; makes recommendations regarding related work that falls outside the scope of the shop and suggests alternatives for timely and appropriate completion.
5. Provide assistance with any special projects as needed.
6. Maintain and organize storage areas and supplies for implementation of events.
7. Partner with other University units in the planning and facilitation of events.
8. Provide support to general building requests as needed and assigned.

9. Provide support and encouragement to all team members.
10. Attend staff meetings and provide feedback on policies and procedures.

**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Six years progressively responsible experience in the trade(s) where assigned to include at least two years in a lead or supervisory capacity.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

Comprehensive knowledge of and skill in the methods and techniques of the trade (s) where assigned; of the OSHA regulations related to the trade (s) area. Through knowledge of and skill in the practical application of the electronics, hydraulics, and mechanics as used in maintenance work; of basic mathematics including area, volume, weights and the practical application of fractions, percentages, ratios, and proportions; of the principles of supervision in the maintenance trades. Skill in the care and storage of equipment and supplies used in the area (s) where assigned; in the use and maintenance of the tools and the equipment of the trades where assigned; in the reading and interpreting, and working from blueprints, schematics, drawings, and specifications. Ability to communicate effectively both orally and in writing; to supervise and train skilled and unskilled employees in assigned trade (s) work; to plan and organize maintenance work; to determine sufficiency of cost estimates prepared by others; to prepare specifications for tools, equipment, materials, and supplies; to prepare summaries and reports; to use a computer to prepare correspondence, reports, to maintain and keep current an automated work management, timekeeping and warehouse system; to work in, on, around, over and under fixed equipment and machinery; to work from ladders and scaffoldings; to manipulate heavy equipment, tools, and supplies and/ or exert force up to 70 lbs.; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments, confined space, and adverse weather or temperature conditions; to wear and work in personal protective comprehensive knowledge of and skill in the methods and techniques of the trade (s)

**OTHER:** Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT:** Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform job. Valid Maryland Non-Commercial Class C or equivalent driver's license with fewer than six points will be required. Employees in this job class may be required to be trained to work asbestos. Employees in this job class assigned to work with equipment containing CFC refrigerants must achieve and maintain valid certification in accordance with the federal law. Employees in this job may be required to possess a journey or masters license or special certifications, dependent upon the trade (s) where assigned.

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