

**MORGAN STATE UNIVERSITY
JOB SPECIFICATION**



FACILITIES SUPERVISOR

Class Code: 0019
Pay Range: 16

FLSA Code: N/E (Non-Exempt)
Job family/series: Physical Plant

JOB SUMMARY

Under general supervision, provides administrative and expert technical supervision of the general and daily operations of one or more work teams involved in significantly complex of higher graded mechanical and electrical trades work. Incumbents at this level typically supervise Trades Chiefs, Trades Supervisors, and/ or Engineering/ Electronic Technicians. Serves as a working supervisor for the specialty area.

PRIMARY DUTIES

1. Plans, organizes, assigns, and reviews the maintenance work, installation services, and/or complex systems upgrades rendered by unskilled, semi-skilled, and skilled workers/ technicians assigned to work teams.
2. Supervises and trains assigned personnel. Participates in the hiring process and implements progressive discipline. Resolves work-related and personnel issues on a daily basis. Performs on-the -job training and participates in performance management process.
3. Assists in budget projections, budget preparation and departmental planning for area of responsibility.
4. Recommends and oversees internal operating procedures.
5. 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.

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6. Ensures adequate supplies, materials, and equipment are maintained for area(s); initiates and or/ prepares documentation related to purchase transactions; recommends and supervises vendors; oversees the ordering process.
7. Performs estimates of time, labor, and materials to be used on assigned projects. Prepares contractual specifications for construction, renovation, or overhaul work to be done by outside contractors.
8. Prepares a variety of special and recurring reports and analyses reflecting daily operations and project status.
9. Inspects shop work areas for adherence to safety, sanitary, and security regulations. Develops safety procedures related to specific work tasks. Ensures area(s)
10. Inspects completed job assignments for adherence to trade standards and contract specifications.
11. Troubleshoots problems and performs maintenance repairs.
12. Operates and ensures operational readiness and safety of the tools and equipment of the trade (s). Repairs and/ or directs the repair of the machinery and equipment using hand and power tools, precision measuring devices and testing instruments.
13. Performs the duties of the specialized trade.

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: Ten years progressively responsible experience in the trade(s) where assigned to include at least three years in a lead or supervisory.

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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.