

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



WORK CONTROL SUPERVISOR

Class Code: N1005
Pay Range: 10

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, supervises the operations of an automated work control system and assigned personnel. Performs estimating, scheduling, planning, documentation and inspection activities for a facilities management work control center.

PRIMARY DUTIES

1. Supervises and trains subordinate personnel engaged in scheduling, coordination, cost estimation, inspection, and evaluation of maintenance and/or construction/renovation activities. Determines work priorities, assigns and reviews work.
2. Plans and coordinates preventive maintenance schedules to assure uninterrupted operation of equipment.
3. Schedules and coordinates flow of work to expedite production.
4. Distributes work orders to functional units; confers with unit supervisors to determine work status, to coordinate work of various units to accomplish work sequentially, and to resolve problems affecting production schedules.
5. Confers with unit supervisors to determine material requirements to assure availability of materials and supplies needed to complete work. Prepares orders for materials and supplies as required.
6. Monitors progress and inspects work of trades personnel and contractors. Compiles reports concerning work status, downtime, and delays.

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7. Reviews blueprints, specifications, and proposals and inspects facilities to estimate amount of materials needed and to compute material and production costs.
8. Reviews work orders for validity, accuracy, justification and feasibility.
9. Utilizes manual and/or automated work control systems to process maintenance work orders. Reviews data to establish efficient allocation and scheduling of human resources and materials.

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: Five years in scheduling and determining resource requirements in trade's occupations to include at least two years in a lead or supervisory capacity.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of methods, practices, production procedures, and equipment used on maintenance and operations crafts; of engineering drawings, blueprints, and specifications; of basic mathematics including area, volume, weights, angles, and the practical application of fractions, percentages, ratios and proportions; of work control procedures; of supply and purchasing procedures. Skill in scheduling and determining resource requirements in trades occupations. Ability to supervise and train personnel involved in work control activities; communicate effectively both orally and in writing; to operate automated work control and recordkeeping systems; to wear and work in personal protective equipment; read and interpret blueprints, drawings and specifications; to perform required inspections of trades work, materials, and equipment.

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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 the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.