

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



WORK CONTROLLER

Class Code: N1136
Pay Range: 08

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, performs a variety of duties in the operation of the institution's facilities management work control system such as estimating, scheduling, planning, and documenting work; procurement of supplies and materials to facilitate work; and inspection of work originating from the facilities management work control center.

PRIMARY DUTIES

1. Schedules and coordinates flow of work to expedite production. Distributes work orders to functional units; confers with unit supervisors to determine work status and to coordinate work of various units to accomplish work sequentially.
2. Confers with unit supervisors to determine material requirements to assure availability of materials and supplies needed to complete work.
3. Monitors progress and inspects work of trades personnel and contractors. Compiles reports concerning work status, downtime, and delays.
4. Reviews blueprints, specifications, and proposals and inspects facilities to determine work requirements.
5. Reviews work orders for validity, accuracy, justification and feasibility.
6. Utilizes manual and/or automated work control systems to process maintenance work orders.

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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: Four years in scheduling and determining resource requirements in trade's occupations.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General 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. Working knowledge of work control procedures; of supply and purchasing procedures. Skill in scheduling and determining resource requirements in trades occupations. Ability to 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, equipment and materials.

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.

