

University of Houston – Clear Lake

Position Description

Job Title: **Supervisor, Building Maintenance**

Job Code: **2283**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or equivalent.	Associates degree or certification from a technical specialty program.
Experience	Five to seven years direct job related experience.	Experience at a supervisory level and/or 10 years direct job related. AutoCAD training.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Supervise and coordinate the Building Maintenance employees for the maintenance, repair and remodeling of university buildings. Updates building plans on the AutoCAD system. Ensures that work orders are completed in a timely manner. Subject to appointment to the campus hurricane ride-out crew. Other duties as assigned.

Duties and responsibilities	% Time
Supervise Building Maintenance personnel and their projects and assist Director in prioritizing jobs.	50
Works with UHCL architect to modify AutoCAD drawings.	20
Assists Director with supervisory administrative tasks such as performance assessments, inventory, scheduling of work, payroll and timekeeping.	10
Assists with preconstruction, plan reviews and project management with outside contractors and in-house jobs.	10
Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.