

The University of Akron
Classification Specification

Job Title:	Equipment Maintenance Supt	Job Code:	45241
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	1/1/04;7/1/99

Job Summary:

Oversee the daily operations of the department to provide satisfactory trash removal, automotive repair, special event setup, and moving services.

Essential Functions:

25% Prepare administrative forms, compile records, and maintain files as needed to promote organization and efficiency. Verify invoices of services performed by the staff employees.

25% Train employees, assign tasks daily, and supervise the overall procedures of the department.

20% Analyze requests for services from other departments and determine the allocation of equipment and human resources needed to provide each service.

15% Make special deliveries to other offices in a timely manner.

15% Represent the department at various meetings. Cooperate with outside contractors to assist with campus moves.

Education:

Requires an Associate Degree or completion of Apprenticeship Program in designated field of work.

Licenses/Certifications/Requirements:

Commercial Driver's License.

Experience:

Requires a minimum of 2 years supervisory experience in moving, trash removal and automotive repair while performing managerial duties. Ability to maintain and repair equipment required. Ability to operate a moving van, trash compactor truck and tow motor required. Basic budgeting, problem solving and computer skills required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Extremely strenuous, with frequent physical exertion such as the lifting of very heavy items (more than 75 lbs.), deep bending, crawling, climbing and/or working in difficult or cramped positions for extended periods (more than 1/3 of the time).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.