

The University of Akron
Classification Specification

Job Title:	Asst Facilities Manager-WC	Job Code:	45151
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	12/11;1/04;7/99

Job Summary:

Supervise the maintenance of buildings and grounds and provide a high quality environment to students, faculty and staff.

Essential Functions:

40% Perform a wide variety of building maintenance procedures including plumbing repairs, carpentry repairs, equipment replacement and routine preventative maintenance procedures.

15% Inspect, repair and operate machine tools, welding equipment, and grounds equipment as needed for completing daily tasks.

15% Provide supervision and direction to physical facilities employees while acting as a leader to promote professional improvement.

10% Perform product research and sustain technical knowledge to effectively assist in purchasing new equipment/supply and maintain the departmental budget.

10% Provide consultation and planning for special event arrangements, maintenance projects and housekeeping procedures.

10% Inspect, evaluate and secure buildings and grounds to promote the safe and effective use of campus facilities.

Education:

Requires 18 months of education or training beyond high school and/or technical specialty program.

Licenses/Certifications/Requirements:

Valid Driver's License.

Experience:

Requires a minimum of 2 years of experience in building and construction maintenance while performing supervisory duties. Customer service, budgeting, and organizational skills required. Knowledge of various maintenance and repair procedures and a familiarity with the use of specific tools and equipment required. Knowledge and experience with HVAC preferred.

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:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

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.