

The University of Akron
Classification Specification

Job Title: Asst Facilities Manager-MCUC
Job Function: Staff
Job Family: Classified
SOC Description: 5000 Facilities Management Division

Job Code: 45289
Grade: 118
FLSA: Non-Exempt
Date: 4/15

Job Summary:

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

Essential Functions:

30% Repair and maintain snow plow equipment, MCUC vehicle, floor buffer, tractor, hydraulic lift, electrical devices and indoor/outdoor plumbing. Manage MCUC heating and cooling equipment. Monitor and respond to irregularities with the HVAC and boiler systems. Coordinate and complete set up and tear down for facility rentals.

20% Perform a variety of maintenance tasks including cleaning classrooms, hallways, lobbies, reception area, offices and lighting fixtures.

15% Supervise and direct work of facilities assistants based on the traffic flow, timing and needs of MCUC.

15% Coordinate preventative and building maintenance projects in consultation with MCUC Director by coordinating with UA PFOC and general contractors.

10% Perform landscaping and outdoor maintenance tasks.

10% Conduct research to order cleaning supplies, new equipment and machine parts.

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:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

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.