



## JOB INFORMATION

|                                                          |                                        |
|----------------------------------------------------------|----------------------------------------|
| Job Code                                                 | NB81                                   |
| Job Description Title                                    | Supv, Ath Fac Maintenance              |
| Pay Grade                                                | FM12                                   |
| Range Minimum                                            | \$44,690                               |
| 33rd %                                                   | \$52,140                               |
| Range Midpoint                                           | \$55,870                               |
| 67th %                                                   | \$59,590                               |
| Range Maximum                                            | \$67,040                               |
| Exemption Status                                         | Non-Exempt                             |
| Organizational use restricted to the following divisions | 130 Director Intercollegiate Athletics |
| Approved Date:                                           | 1/1/1900 12:00:00 AM                   |
| Legacy Date Last Edited                                  | 11/7/2011                              |

## JOB FAMILY AND FUNCTION

|               |                                       |
|---------------|---------------------------------------|
| Job Family:   | Facilities, Maintenance, & Operations |
| Job Function: | Facilities & Land Maintenance         |

## JOB SUMMARY

Supervises and coordinates the building support activities of an athletic facility or facilities.

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Assists with managing and coordinating the work and responsibilities of personnel by reviewing tasks, inspecting jobs, and revising instructions.</li><li>Monitors, directs, and participates in facilitation, set up, and clean up.</li><li>Inspects all areas of the building(s) for cleanliness, orderliness, safety, ease of passage, and aesthetic quality.</li><li>Identifies maintenance problems throughout the building(s) and performs maintenance work or schedules work with facilities staff to resolve problems.</li><li>Assists with purchase, collection, and distribution of parts, supplies and equipment.</li><li>Communicates with others to keep them informed of work progress, respond to complaints and answer questions.</li><li>May assign and perform additional maintenance/custodial duties as needed.</li></ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                |     | Years of Experience | Focus of Experience                                               |  |
|----------------------------|-----------------------------------|-----|---------------------|-------------------------------------------------------------------|--|
| High School Diploma or GED | High School Diploma or equivalent | and | 2 years of          | Experience in building care, custodial services and event support |  |

Substitutions Allowed for Experience ☒ Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facility operations to include electrical codes, plumbing, and OSHA regulations.

Ability to read blueprints.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☒ Other

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              |            | X          |        |
| Walking                       |       |        |              |            | X          |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

### WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        |              | X          |            |
| Extreme heat      |       |        |              | X          |            |
| Humidity          |       |        |              | X          |            |
| Wet               |       |        |              | X          |            |
| Noise             |       |        |              | X          |            |
| Hazards           |       |        |              | X          |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.