



JOB INFORMATION

Job Code	NC68
Job Description Title	Dir, Maintenance
Pay Grade	FM21
Range Minimum	\$100,160
33rd %	\$130,200
Range Midpoint	\$145,230
67th %	\$160,250
Range Maximum	\$190,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/8/2016

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Directs and manages the daily maintenance and/or repair of all campus buildings including overall management of the campus-wide preventative maintenance program and University-owned vehicle and equipment repair.

RESPONSIBILITIES

- Directs the daily operations of multi-department maintenance organization serving the University to include electrical, plumbing, mechanical/HVAC, carpentry, roof, signage, painting, general trades, and automotive repair service and maintenance related operations.
- Plans and directs the efficient work activities of supervisors, managers, trades, equipment operators, administrative staff and temporary or student employees; assigning and monitoring work duties and responsibilities; establishes and modifies work methods, schedules, and priorities.
- Plans, organizes and manages the preventative maintenance program of scheduled inspection and repairs of identified equipment and systems, work order, building repair and minor alteration projects for the University.
- Establishes and administers programs, policies, procedures and processes to ensure the safe and timely execution of all work performed by Maintenance personnel.
- Develops policies and procedures designed to increase the efficiency and effectiveness of the Maintenance organization and address specific maintenance needs of the University.
- Develops, tracks and monitors metrics as related to the Maintenance unit capabilities and operations.
- Plans, directs, and coordinates an integrated campus signage program.
- Directs game day support services provided by Facilities Management prior to and during football season to ensure fan safety and comfort and to minimize facility and infrastructure damage.
- Manages the annual operating budget for the department and oversees cost accounting within the operation sections of assigned departments.
- Assesses staff performance and formulates performance standards and expectations.
- Oversee appropriate training of staff; identifying training needs; developing and implementing training activities.
- Ensure all governmental and University safety programs and standards are followed and adhered to.

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 Supervises others with full supervisory responsibility.

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
Bachelor's Degree	Degree in Building Science, Architecture, Engineering, or related field.	and	7 years of	Experience in leading maintenance activities in a multi-building campus environment.

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 building systems and structure requirements related to mechanical, electrical, plumbing systems, utility systems, building codes related to ADA, OSHA, and environmental agency requirements.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	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		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.