

The University of Akron
Classification Specification

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| Job Title: | Facilities Manager-WC | Job Code: | 45152 |
| Job Function: | Staff | Grade: | 120 |
| Job Family: | Classified | FLSA: | Exempt |
| SOC Description: | 5000 Facilities Management Division | Date: | 1/1/04;9/15/00;7/1/99 |

Job Summary:

Oversee all building, maintenance, special services, and grounds operations at the Wayne College campus while directing and instructing physical facilities employees and student workers.

Essential Functions:

40% Supervise the work activities of all employees and contractors to promote successful maintenance programs including mechanical/electrical work, housekeeping, grounds maintenance, and interior/exterior building renovations. Train, evaluate and resolve physical facilities personnel issues.

30% Perform daily routines alongside employees and oversee the contracted projects that may be in progress.

15% Evaluate project development and contractor performance in the event of electrical, mechanical, carpentry, or grounds renovations. Organize the arrangements and special classroom requirements for student, faculty, and staff events.

10% Analyze the renovations and repairs performed by outside contractors and make recommendations for the approval or disapproval of payment for their services.

5% Deliver and receive mail, freight, and supplies and move outdated property or excess equipment to the University's Purchasing Department for auctions.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

Valid Driver's License.

Experience:

Requires a minimum of 4 years experience managing campus facilities and supervising skilled trades and maintenance personnel. Ability to perform general repairs, adjustments, remodeling, housekeeping and groundskeeping required. Ability to plan projects, organize equipment and supervise outside contractors 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:

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.