

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Building Maintenance Asst Supt	<b>Job Code:</b>	45221
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	1/1/04;7/1/99

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**Job Summary:**

Manage and supervise the maintenance and repair of various buildings, equipment, and grounds on campus.

**Essential Functions:**

40% Coordinate work orders and schedules for the department while establishing work priorities and monitoring daily performance. Assist in project administration, problem-solving, and the creation of procedures to promote steady work flow.

25% Design and estimate projects by preparing specifications and estimating repairs and remodeling costs. Assist in the development of building maintenance programs for the purpose of creating long range plans and promoting professional improvement.

15% Specify hardware for renovations and new buildings and gathers necessary equipment for future jobs. Maintain inventory control of all equipment while ordering and approving the purchase of new and improved supplies and materials.

10% Inspect University buildings and equipment for the purpose of performing or scheduling maintenance/repairs and recommends the installation of various systems.

10% Assist in the preparation of budgets and reports regarding work performed and materials used. Represent the department through attendance at various meetings. Consult with vendors and employees when necessary.

**Education:**

Requires an Associate Degree or completion of Apprenticeship Program in designated field of work.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years experience in a combination of building maintenance and building repair while performing supervisory duties. Ability to use various equipment/tools and knowledge of essential mechanical, electrical and architectural trades required. Working knowledge of safety practices and applicable government regulations required. Basic budgeting, problem solving and computer skills required.

**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).

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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.