

The University of Akron  
**Classification Specification**

**Job Title:** Contract Maintenance Admin  
**Job Function:** Staff  
**Job Family:** Classified  
**SOC Description:** 5000 Facilities Management Division

**Job Code:** 45215  
**Grade:** 119  
**FLSA:** Non-exempt  
**Date:** 10/18

**Job Summary:**

Oversee maintenance contracts, the inspection and alteration of University buildings, equipment, and grounds. Assist with the planning of work projects and prepare cost/time estimates. Specifically administer the elevator maintenance contracts including, but not limited to, inspections, cost estimates, scheduling and repairs. Handle all facets pertaining to building roof warranties including, but not limited to, identifying issues, contractor site visits and inspections and facilitating repairs. Assist engineers with the administration of the mechanical and electrical time and material contracts. Assist with specification writing for the renewal of all of the above contracts.

**Essential Functions:**

38% Provide direction and supervision for all related projects including scheduling contractors, inspecting and approving contracted work, along with enforcing compliance with state and local safety procedures and codes. Participate in the bidding and quote process by reviewing prospective contractors. Maintain employee records and conducts performance evaluations.

17% Process work orders and contracts to maintain the University's buildings, grounds, and equipment. Plan work projects and estimates time and costs; consult with supervisors, staff, engineers and facilities planning office regarding work projects and repair needs. Resolve problems and complaints, installs systems, and perform maintenance or repair procedures. Develop long-term plans for the department and administers computer software programs and progress reports.

17% Perform various administrative duties including preparing letters and correspondence, maintaining and preparing job records and related reports/documentation. Review and provide feedback regarding job specifications, proposals and contracts.

12% Attend meetings to review, consult, and coordinate activities with contractors, sales people, staff, and the campus community. Obtain quotes and bids on various jobs and materials as necessary.

11% Determine department needs and evaluate requisitions for the purpose of controlling inventory and ordering appropriate supplies, materials, and new equipment.

5% Perform related duties as required. Maintain knowledge of new products, designs, and methods by researching materials such as trade magazines/literature and attending trade shows and seminars.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

May be required to work various shifts, holidays and/or weekends. May be required to work overtime; call ins, emergencies and other schedules.

**Experience:**

Requires a minimum of 4 years experience in designated trade including supervisory and managerial 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:**

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 50lbs. -- 75 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.