



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 11/11
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Assistant Supervisor, Facilities Operations – Houston

JOB SUMMARY

Performs supervisory and coordinative work over maintenance and custodial staff engaged in maintaining buildings, equipment, and grounds. Responsibilities involve the supervision of craftsmen and custodial staff engaged in keeping buildings and grounds in clean and orderly condition, assisting with maintenance of the physical structure and all operational systems of the campus. Work is performed under the general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Facilities Operations - Houston

Supervises: Assists with supervision of maintenance and custodial staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists with supervision of staff engaged in various projects such as maintenance, custodial, and repair work.
- Assists with the operational activity of the campus consisting of the building automation and controls, electrical, mechanical, carpentry, plumbing, painting, landscaping, and custodial work, etc.
- Checks work in progress to be certain that all workmanship meets standards.
- Requisitions necessary materials and supplies.
- Performs skilled carpentry work.
- Performs locksmith duties such as re-pinning locks, cleaning and repairing locks, and cutting new keys.
- Maintains door closures and panic bars.
- Adheres to workplace safety policies and guidelines.

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- Assists with establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Conducts facility inspections to determine repair and maintenance requirements.
- Develops work plans for reducing preventative and deferred maintenance relating to electrical and plumbing system components.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Vocational or trade school preferred.

EXPERIENCE

Three years experience in a building maintenance supervisor capacity; or five years building maintenance and job-related experience. Job-related vocational training or other education may substitute on a year-for-year basis for the required experience. Knowledge of and experience working with integrated building automation systems preferred.

REQUIREMENTS

Must have a valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment.

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- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Exposure to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.