



Savannah State University Position Description – Building Supervisor

POSITION DESCRIPTION

Position Title: Building Supervisor FLSA Status: Exempt
Reports to: Assistant Director, Building Maintenance
Department: Building Maintenance
Date Prepared: June 2003

BASIC FUNCTION

This position is responsible for campus maintenance. This includes electrical, painting and carpentry maintenance functions.

NATURE & SCOPE

Reporting to the Assistant Director Building Maintenance, this position supervises maintenance employees and activities in carrying out the maintenance accountabilities on campus. This position directs the work of carpenters, painters, and electricians performing the maintenance activities.

This position is also accountable for preparing the arena, and preparing the stadium when events are scheduled in these two venues. The incumbent ensures that all activities on campus can be conducted on schedule from a maintenance standpoint.

Maintenance work is assigned through work orders that the incumbent receives. The specific project work is then planned, scheduled and performed under the incumbent's direction.

PRINCIPAL ACCOUNTABILITIES

- Supervises all electrical maintenance activities on campus.
- Supervises all carpentry maintenance work at Savannah State
- Supervises painting maintenance for the University
- Processes and manages work orders for maintenance projects on campus.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires two years of college or vocational/technical school.