



Savannah State University Position Description – Special Project Supervisor

POSITION DESCRIPTION

Position Title: Special Project Supervisor FLSA Status: Non Exempt
Reports to: Director of Facilities
Division: Student Affairs
Date Prepared: December 2008

BASIC FUNCTION

The Special Project Supervisor for Student Affairs is to be responsible, under the direction of the Director of Facilities, for the overall maintenance of the property in a superior condition at all times and to provide excellent customer services to all residents.

NATURE & SCOPE

This is a manual and supervisory work that involves special projects and relief custodial work. The employee is responsible for spraying for rodents, repairs, pressure washing, delivery of stock items, window cleaning, cleaning buildings and equipment. Relief job assignments are on an as needed basis to be determined by custodial superintendent and or administrative supervisors.

PRINCIPLE ACCOUNTABILITES

- Responding to resident service requests for minor repairs and maintenance items
- After hours emergency call on a rotating basis
- Clearing a plugged sink
- Minor appliance repairs
- Performs light duties to assist in the preparation of an apartment from a prior tenant to a new tenant
- Duties may include but not limited to: caulking, grouting, and changing hardware (hinges, door knobs, towel bars, etc.)
- Assists with major projects, such as moving, as assigned
- Works with vendors as needed
- Completes other responsibilities as assigned by supervisor
- Completes training necessary to perform position and necessary for professional growth

In all activities, the Special Project Supervisor for Student Affairs is expected to model and promote the values of the Division of Student Affairs: student-centered philosophy, integrity, interconnectedness, passion, quality, respect, civility, responsibility and richness of diversity.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

High school diploma or general education degree (GED). Five consecutive years work experience in plumbing, carpentry, appliance and electrical repairs, and painting. Ability to use e-mail and Word.