POSITION: General Maintenance Supervisor
DEPARTMENT: Facilities Management
DATE POSTED: 02/26/2016

Primary Purpose:
Provides supervision of assigned maintenance staff. Provides customer service as a working supervisor by leading, prioritizing, assigning maintenance related tasks while performing duties and responsibilities associated with facilities maintenance in the areas of electrical, carpentry, painting, dry wall, concrete work, and plumbing.

Responsibilities:
• Responds to issues and concerns in a supportive, professional, timely, and problem-solving manner.
• Plans, schedules and directs the activity of assigned maintenance techs in a manner that achieves the cost-effective utilization of human and fiscal resources and maintains standards.
• Determines priority of work, unless otherwise directed, and rearranges schedules to accommodate changed conditions.
• Troubleshoots and performs/supervises repair of maintenance malfunctions that occur.
• Retrieve work orders and utilizes technology to support the communication necessary to lead a team of multi-discipline trades tasks.
• Operates hand and power tools used in grounds and facilities maintenance;
• Performs office relocations;
• Performs irrigation repairs - inspect, maintain, and repair irrigation systems and fountains;
• Replaces/install general appliances;
• Performs plumbing, electrical, mechanical, carpentry, masonry, sheetrock, texture, plastering, painting, roofs and remodeling tasks;
• Transports college vehicles for maintenance;
• Maintains an effective working relationship both inter- and intra-departmentally, and keeps those affected by actions and plans informed in a timely manner.
• Performs periodic inspections of work areas, buildings and related structures and assures steps are taken to maintain same in accordance with recognized standards of good practice.
• Performs special assignments and all other duties, as directed.

Qualifications:
High school diploma / GED required; supplemented by at least three (3) years of experience in general grounds keeping/landscaping, and/or general maintenance work; or an equivalent combination of training and experience, required. Minimum 2 years supervisory experience required. Strong customer service skills required. Must be a dependable, responsible contributor committed to excellence and success. Must have the ability to establish and maintain effective working relationships with all members of the University community. Knowledge of the operating techniques of various machinery and tools associated with grounds and general maintenance preferred. Must be able to initiate, understand and follow through with oral and written instructions, and work independently. Must have excellent follow-through. Must be flexible. Excellent attendance is required. Must be able to lift objects weighing up to 50 lbs. Valid Florida driver’s license, required.

Please visit http://www.law.stetson.edu/jobs Click on How to Apply to complete the secure online application and upload your resume. You may also mail your cover letter/resume/application and salary requirements to Human Resources Office at 1401 61st Street S, Gulfport, FL 33707 or email to hr@law.stetson.edu

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