

MAINTENANCE SUPERVISOR, PALESTINE CAMPUS

GENERAL STATEMENT:

Supervise and direct the work of other maintenance employees, both full- and part-time.

REPORTS TO:

Provost, Palestine Campus

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years in a maintenance position with responsibility for indoor and outdoor areas; Experience in a supervisory position.

OTHER:

Able to lift 50 pounds and carry for a distance of 25 feet.

DUTIES AND RESPONSIBILITIES:

- Order all supplies for maintenance department and keep current inventory records.
- Keep records of maintenance on grounds equipment and fixed equipment (A/C, heat pumps, etc.).
- Organize a schedule for cleaning and caring of the interior of all buildings and exterior grounds.
- Act as courier for mail and bank.
- Keep inventory of all physical plant assets.
- Supervise and delegate tasks to other employees as well as workstudy students.
- Assist with maintenance of the grounds and the exterior and interior of all buildings on the Palestine Campus.
- Arrange and schedule maintenance of fire extinguishers.
- Responsible for TVCC car/truck maintenance and cleaning including making sure insurance cards are in each vehicle.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Able to lift 50 pounds and carry for a distance of 25 feet.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 03/27/07

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