

**MAINTENANCE SUPERVISOR, TERRELL CAMPUS**

**GENERAL STATEMENT:**

Provides supervision of all custodial, building maintenance, and grounds care at the Terrell Campus.

**REPORTS TO:**

Provost, Terrell 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 experience in the area of facilities maintenance; Maintenance supervision experience preferred.

**OTHER:**

None

**DUTIES AND RESPONSIBILITIES:**

- Supervise and evaluate custodial and grounds care personnel, both full- and part-time.
- Assist the campus provost in the preparation of the maintenance budget.
- Purchase maintenance supplies and equipment.
- Maintain physical plant equipment, including the coordination of repairs done by outside vendors.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be required to lift, push, or pull 50 pounds.

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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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