Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

1. Division: STUDENT AFFAIRS
2. Transaction Type: X Update
   - Establishment
   - Reclassification
   - Transfer
3. Position Number: 20146

4. School/College: FLORIDA A&M UNIVERSITY
5. Department Number: 0450-001-62
6. Budget Entity: AUX

7. Effective Date: (Personnel Use Only)

8. Department: HOUSING
9. FTE: 1.0
10. Pay Plan:
11. On-Call:
12. Lead Worker:

13. Subsection: PRES
14. Class Code: 6376
15. City: TALLAHASSEE
16. County: LEON
17. Class Title: Maintenance Supervisor

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

% of Time

**ESSENTIAL JOB FUNCTIONS**

40% Plans, organizes and directs all interior and exterior maintenance and repairs for University dormitories and apartment complexes. Responsible for the supervision of interior and exterior painting, carpenter, masonry, electrical and plumbing repairs for the University dormitories and apartment complexes.

30% Coordinates and supervises the daily work assignments and objectives for maintenance workers. Inspects interior repairs performed by the Roving Maintenance teams, which is responsible for all interior repairs University Housing. These repairs include but are not limited to painting, carpentry, masonry, electrical and plumbing repairs.

15% Responsible for the maintenance and repair all fire safety equipment in University dormitories and apartments in coordination with University Safety Director.

6% Conducts and supervises periodic inspections of University dormitories and apartment complexes. Responsible for in-sections of all interior and exterior repairs for University dormitories and apartment complexes.

3% Responsible for training and evaluation of maintenance workers in University Housing. Responsible for establishing standards of performance.

3% Requisition all tools, equipment and materials for maintenance workers to ensure proper maintenance and repair of University dormitories and apartment complexes.

**MARGINAL FUNCTIONS**

3% Responsible for maintenance of time sheets, leave forms, and work orders and provide reports as required.

Performs other related duties as required.
19. **Subordinates**: List class codes, official class titles, and position numbers for each position that reports directly to this position.

| Maintenance Support Workers | Class Code: 6374 | Position Numbers: 20038, 20144, 20113, 20143, and 20091 |

20. **Supervisor’s Position Number**: 20040  
   Class Code: 9351  
   Class Title: Associate Director

21. **Working Hours**: a) Daily from 8:00 A.M. to 5:00 P.M.  
   b) Total hours per week 40  
   c) Explain any variations in workweek, split shifts, on-call status, or rotations.

   Hours may vary depending on overtime, on-call, emergency or call back status.

22. **Knowledge, Skills, and Abilities**: List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

   1. Knowledge of the procedures and methods of installation repair, and maintenance of building or building equipment.
   2. Knowledge of the principles and techniques of a skill trade or trades.
   3. Knowledge of the operation and maintenance of operational systems that provides heating air conditioning, sewage treatment, or electricity
   4. Ability to supervise people.
   5. Ability to communicate effectively verbally and in written.
   6. Ability to determine work priorities, assign work, and issue proper completion of work assignments.

23. **Required Licenses/Certifications/Other Specific Requirements of Law**: Please review statements below check all that apply.

   - [X] This position requires police background check and/or fingerprinting, Florida Statues.
   - [ ] This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   - [ ] This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - [ ] This position requires licensure, certification or other special requirements described below.

24. **Signatures**: I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   Name of Incumbent (Print)  
   Signature  
   Date

   Name of Immediate Supervisor (Print)  
   Signature  
   Date

   Name of Reviewing Authority  
   (Print)  
   Signature  
   Date
   (Vice President, Dean, Director, Department Head or other administrative officer)

25. **University Personnel Relations Office Review**:

   Director, University Personnel Relations  
   Date