



# EASTERN WYOMING COLLEGE

## POSITION DUTIES & RESPONSIBILITIES

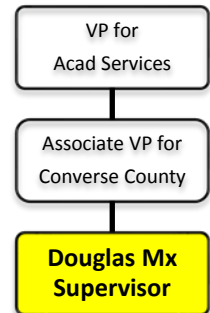
<b>Job Title:</b>	Douglas Maintenance Supervisor	<b>Classification:</b>	Facilities Maint. Specialist
<b>Department:</b>	Academic Services	<b>Duration:</b>	12 months
<b>Primary Location:</b>	Douglas, WY	<b>FLSA Status:</b>	Non-Exempt
<b>Position Number:</b>	698	<b>DBM/Level:</b>	B22

**Job Summary:** *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Douglas Maintenance Supervisor is a full-time, 40 hours weekly, 12 months, benefitted, position located at the College’s Douglas Campus appointed to work each Wyoming fiscal year from 1 July - 30 June. This position is responsible for all Douglas Campus facility matters to include cleaning, general facility maintenance, event support, and the care and maintenance of external grounds to include parking lots. The Maintenance Supervisor monitors, maintains, and repairs heating, air conditioning, ventilation, electrical and/or plumbing systems and their related construction tasks. The position aids the Campus Associate Vice President in carrying-out daily functions and tasks related to facility upkeep, safety, and security. This position supervises functions and tasks and does have some lesser personnel supervision and training requirements. Minimal in-state travel and occasional evening or Saturday work is required. Normal work week is Monday through Friday, 7:00 a.m. to 4:00 p.m. The assigned work location is Douglas, WY.

**Organizational Relationship:** *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Douglas Maintenance Supervisor is supervised by the Associate Vice President of Converse County and receives annual performance evaluations after the conclusion of an one year Probationary Period. The second level supervisor is the Vice President for Academic Services. The supervisory chain is depicted at right.



The Douglas Maintenance Supervisor does not formally supervise or evaluate any EWC full-time, benefitted employees. The position does supervise part-time employees and EWC-enrolled work study students.

**Education and Experience Requirements:** *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

**Minimum Qualifications:**

- High School Diploma or HS Equivalency Certificate (aka GED)
- Specialized training and one year practical work experience in a skilled trade such as plumbing, electrical, or carpentry
- Commercial Pesticide Applicators Certification, or willingness to acquire within 4 months of hire
- Read, speak, and write English
- Adept at prioritizing daily/weekly tasks and exercising good initiative
- Demonstrated effective judgment and accountable personal-leadership
- Valid state-issued Driver License

**Preferred Qualifications:**

- Three years’ experience performing regular cleaning or custodial-related tasks
- Two years’ experience in general maintenance or handyman duties
- One year experience in grounds or landscaping
- Previous experience in handling, using, and storing hazardous chemicals
- One year experience regularly referring to or complying with Safety Data Sheets (SDS)

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**Knowledge, Skills, and Abilities:** *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- General knowledge and ability to use common tools and maintenance equipment
- Knowledge, skill, and ability to conduct routine/daily and deep cleaning (annual / semi-annual)
- Utilize safe work practices
- Knowledge and ability to monitor and adhere to all local, state, and federal codes and regulations
- Ability and willingness to attend hazardous chemical use and storage training
- Skill and ability to safely use and store hazardous chemicals per SDS
- Record keeping and inventory principles to monitor and maintain inventories
- Skill and ability to operate electrical, gas-powered, and manual maintenance tools/equipment
- Ability to troubleshoot systems/problems and identify the needed corrective/repair action
- Skill to read blueprints, schematic drawings, and/or construction drawings
- Basic knowledge and use of computer work stations
- Ability to follow established policies and procedures
- Communication and interpersonal skills in a professional, cooperative, courteous, and respectful manner to interact with co-workers, supervisor, and the general public sufficient to exchange information and to receive work direction
- Ability to deal professionally, pleasantly, and tactfully with complaints

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**Essential Functions/Duties:** *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Schedule and complete regular cleaning and deep cleaning (at least annually) of assigned facilities
- Estimate cost of repairs and determine what supplies and equipment is necessary
- Perform inspection, testing, troubleshooting, and repair of applicable facility structures and/or systems which may include electrical, plumbing, HVAC, and/or other applicable items
- Install applicable structures, systems, and/or components in assigned facilities
- Perform routine preventive care and maintenance to ensure efficient and effective operations
- Monitor and maintain accurate inventory of custodial and grounds materials, supplies, and equipment; report consumable needs to supervisor and initiate procurement of replacement items as directed
- Maintain and service all facility landscaping (e.g. lawns, trees, shrubs, and flowers)
- Maintain and ensure sprinkler systems and grounds equipment serviceability
- Remove snow from sidewalks and parking lots as directed
- Wash and/or paint walls, ceilings, and/or furniture and install carpet when necessary
- Develop annual budget requests for all facility and grounds needs
- Safely and appropriately handle and store hazardous chemicals related to performance of job duties
- Coordinate and monitor the work of external contractors on assigned projects
- Perform all other duties as assigned

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**Physical & Mental Demands / Special Requirements:** *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- This position typically requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions

- Working on hands and knees, working in hot and cold conditions, climbing ladders, and working with arms over one's head is common and expected
- Very Heavy Work; exerting force in excess of 100 pounds occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects
- Operate heavy and ground equipment using/wearing appropriate safety gear
- May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense or loud noises
- Ability to read and understand SDS, technical materials, and operating and/or assembly manuals

ASSOCIATE VICE PRESIDENT OF CONVERSE COUNTY:

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Signature

\_\_\_\_\_  
Date

VICE PRESIDENT FOR ACADEMIC SERVICES:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PRESIDENT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

HR Office Processing

PD&R Received		4 January 2017
PD&R Reviewed		4-5 January 2017
PD&R Approved		5 January 2017
Position Duties & Responsibilities Effective Date		1 February 2017
Position Number Assigned/Verified		4 January 2017