



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b>		<b>Effective Date</b>	
<b>Overtime Eligible</b> YES      NO		<b>FLSA Test Date</b>	
<b>Employee</b>		<b>Supervisor</b> Mandi Clark	
<b>Department</b> Residence Hall	<b>Working Title</b> Assistant Director, Housing Facilities	<b>HRIS Position Number</b> H99500	<b>Supervisor Title</b> Director of Housing and Residence Life
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b> July 1		<b>Annual Contract End Date</b> June 30	

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

The Assistant Director, Housing Facilities is responsible for the maintenance and custodial operations in the Residence Hall and Village Complex, which houses up to 700 students. Specific responsibilities include supervision of the custodial/maintenance staff, creating and managing preventive maintenance programs, coordinating building system repairs/service, and ensuring compliance with safety codes and practices.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

High School diploma required plus a minimum 5 years experience in building maintenance with progressive responsibility.

Two to three years of supervisory experience required.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

Must be familiar with federal, state and county codes and verify compliance to safety, fire, electrical, plumbing and building codes.

### C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1. Faculty	0	0	0	0
2. Classified Staff	4	4	0	0
3. Unclassified Staff	0	0	0	0
4. Students / Others	6-20	1.5-20	0	0

**Coordinating Responsibility**

Coordinates the contracted work of others related to a particular program responsibility. Initiates and develops specifications for the annual contracts of service providers in order to submit contract renewal (terms, costs) to a contract agent and to verify services received according to the contract. (Annual contracted services include pest control, generator, elevator, Klamath Alarm, and Salem Fire Alarm.)

**D. ORGANIZATIONAL RELATIONSHIPS**

**1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)**

Daily contact with the Director of Housing and Residence Life.

**2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate**

**a)own time and resources**

Authority to commit own time and resources (staff) to meet departmental objectives and needs.

**b)departmental resources**

Authority to commit departmental resources to complete any task assigned by the director. If the director is gone, authority to access the departmental resources necessary to keep the operation running.

**c)institutional resources**

**What kinds of decisions will the incumbent be expected to make?**

Decisions about work assignments for staff that take into account the day’s needs, special events or projects. Supervisory decisions include hiring, disciplinary actions, performance appraisals, time off requests, and team performance.

Decisions on how to address facility problems (plumbing, electrical, heating, etc.) in a timely and cost effective manner. Decisions on project development, process, cost estimates and timelines for completion. Authority to make departmental purchases up to \$1,000.

**3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.**

<b>X</b>	Delegated authority to develop and monitor*	\$60,000
	Develops, monitors* and controls*	\$
	Limited approval authority for purchase	\$
	Purchase only with higher level OK	\$

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

**E. PURPOSE AND NATURE OF WORK RELATIONSHIPS**

<b>PERSON(S)/POSITION/ AGENCY</b> (e.g., student, staff, faculty, general public, Board of Trustees)	<b>PURPOSE</b> (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	<b>HOW OFTEN</b>
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Student groups	Work to provide adequate facilities for living (safe, clean, and well maintained).	Daily
Staff	Share information with Facility Services and coordinate projects related to housing facilities.	Weekly
Outside Contractors	Coordinate services to repair equipment, renovate areas or perform other services.	Weekly

## F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	Assign and inspect work of employees in all residential buildings. This includes developing work schedules, inspecting each employee's work area to ensure departmental standards are met, training employees, and keeping abreast of new techniques, equipment, and supplies that will assist the full time and student staff.	Daily	25
2	Assist in the selection and hiring process for Housing and Residence Life Facilities personnel. Hire all student staff.	As Needed	1
3	Complete maintenance work orders (electrical, plumbing, equipment maintenance, etc.) within training and knowledge, including structural, systems, and grounds around the residential facilities. Coordinate maintenance and renovation projects in the Residence Hall and Village buildings done by outside agencies. Work with the Purchasing Office to obtain bids and offer contracts as needed to ensure work is done within Oregon Tech parameters. Schedule work to have the least impact on the operations, identify and address any safety issues.	Daily	20
4	Oversee and inspect all work done by contractors in the Residence Hall and Village. This function includes obtaining bids if necessary, scheduling work, making sure the contractors have access to work area, inspecting work to see that all work is completed appropriately, and authorizing payment for work completed satisfactorily.	Daily	5
5	Develop specifications and make purchases in the Housing maintenance areas. This function involves staying current on new equipment and supplies. Determine what is the most cost effective and least labor intensive item that will fit our needs. Make purchases as budget allows.	Annually	5

6	Read and communicate complex technical concepts to others in the maintenance and custodial area. This function involves reading and understanding blue prints, material safety data sheets, maintenance manuals, and technical reports, including but not limited to water and electrical. Share information in such a manner that the staff understands.	Annually	5
7	Serve as the Housing facilities Safety Rep. This function includes conducting inspections for safety hazards in residential areas. Regularly consult with the Director to recommend purchases, policies, and procedures in the areas of public and occupational safety. Enforce the policies and procedures by informing violators of the concerns/problems and referring any violators to the Director to ensure violation has been resolved.	Daily	5
8	Make repairs and adjustments to equipment and oversee repairs done by outside workers. This function typically involves making adjustments to water temperatures (both domestic and heating), air handlers, and other equipment that would affect the building's environment such as automatic doors. Identify repairs that cannot be done in-house and assist in getting work scheduled. Inspect work done and authorize payment for completed work.	Daily	5
9	Oversee preventive maintenance program for the Residence Hall and Village facilities. This function involves understanding the maintenance manuals to ascertain suggested maintenance, inspecting equipment for abnormal wear, scheduling maintenance work, inspecting the work and evaluating the equipment's life expectancy to make recommendations to the unit director for replacement.	Daily	5
10	Maintain key system for Residence Hall and Village buildings. Must be able to make repairs on numerous styles of door knobs. Track locations of all cores. Work with the unit director to create locking system in which lost keys have minimal economic and security risks. Keep current on technology around key and security systems, and make recommendations as needed to maintain and enhance safety of residents and facilities.	Daily	5
11	Maintain and account for maintenance/custodial supplies and equipment. Ensure maintenance is completed regularly on approximately 25 floor machines (vacuums, buffers, shampoo machines, etc.). Ensure that supplies necessary for both the custodial and maintenance operations are ordered and available when needed by inventorying storage areas and confirming with staff. Monitor the supplies for theft and improper use.	Daily	5

12	Act as liaison with Facilities Services. Work with Facilities staff to ensure work is done in a safe and timely manner. Coordinate with Facilities Services on projects, giving Facilities information to submit a scope of work to Housing. Submit work orders, schedule work, inspect and certify completion of all work done through Facilities Services in Housing facilities. Participate in regularly scheduled Facilities meeting with Purchasing Office and Facilities staff.	Weekly	5
13	Complete performance evaluations for custodial and maintenance staff. Conduct ongoing informal performance evaluations as well as a formal performance evaluation of each staff member supervised annually. Conduct performance evaluation of each student worker annually. Work with the Director when disciplinary action is necessary – written and verbal warnings, letters of reprimand and recommendation of termination are included in this job function.	Annually	2
14	Be knowledgeable of chemicals, material safety data sheets and safe practices around cleaning solvents, paint and other products that may be used in the course of cleaning, repairing or working on a project. Keep current with all safety procedures to be used around any product with high toxicity levels.	Annually	3
15	Respond to emergency situations involving the facilities (power outage, flood, fire, etc.) when notified (after business hours and weekends) and determine best action plan to return to "normal" operations or modified operations that meet safety needs. Assist the Director in coordinating staff and services needed during the emergency as directed.	Annually	3
16	Other duties as assigned.	as needed	11

## G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1-4, 6, 12, 13, 15	People skills and interpersonal communications to manage staff
1-4, 13, 15	Personnel management skills
1, 3, 6-8, 14	Thorough knowledge and understanding of safety, OSHA, and other codes
8-11	Thorough knowledge and understanding of preventive maintenance concepts/schedules
1-15	Ability to complete projects – establish timelines, plan details, coordinate activities and overcome setbacks
1-15	Ability to multitask and prioritize work demands

1-15	Thorough knowledge and understanding of all facilities systems
15	Thorough knowledge and understanding of emergency response procedures

**H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT**

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
1	This position requires the willingness to work outdoors in inclement weather. This position requires the ability to walk, stand, and work while bending and stooping for extended periods of time; to work from ladders, scaffolding, and other above ground locations; and to lift and carry heavy objects. The work environment may often contain dust, odor, and varying levels of noise.

**I. ADDITIONAL JOB-RELATED INFORMATION**

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.