

Spec. Code: 3650
Occ. Area: 14
Work Area: 170
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 00/00/00

SUPERVISOR OF BUILDING CRAFTSMEN

Function of Job

Under general supervision from a designated supervisor, to supervise and be immediately responsible for directing the work of employees and supervisors of skilled trades and crafts performing typical duties associated with brick mason, carpenter, cement finisher, painter, electrician, elevator mechanic, iron worker, locksmith, machinist, mill worker, operations engineer, construction laborer, pipefitter, plumber, refrigeration, roofer, sheet metal, transportation, and others as required.

Characteristic Duties and Responsibilities

1. assigns, directs, coordinates, and is responsible for the work of assigned employees; responsible for completing general business reports on purchases, deliveries, maintenance, and expenditures
2. responsible for monitoring and/or making recommendations for budgets, provides on-going monitoring of budget and expenditures to ensure compliance, including suggesting modifications
3. requests and/or issues requisitions and work orders
4. coordinates and collaborates with departmental representatives and other university/agency staff, may also be a liaison with external vendors or contractors
5. follows-up on steps or phases of work orders
6. schedules building maintenance, preventative maintenance and/or repair and renovation work
7. requests and/or prepares estimates
8. communicates with building occupants or clients on work planned and completed within assigned areas
9. performs and maintains appropriate record-keeping functions
10. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent

2. Two (2) years/ 24 months of experience in construction and building maintenance work in any one or combination of the skilled trades and crafts (performing typical duties associated with brick mason, carpenter, cement finisher, painter, electrician, elevator mechanic, iron worker, locksmith, machinist, mill worker, operations engineer, construction laborer, pipefitter, plumber, refrigeration, roofer, sheet metal, transportation and others as required)
 - A. work experience in construction and building maintenance work in any one or combination of the above listed skilled trades and crafts
 - B. Bachelor's degree in construction management, building construction management technology, or a closely related field.
 - 60 semester hours equals one (1) year (12 months)
 - 120 semester hours or more equals two (2) years (24 months)
3. Three (3) years/36 months of experience in any one or combination of the above listed skilled trades and crafts at a supervisory capacity

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Scheduling, Coordinating the Work and Activities of Others — Scheduling work of others; getting members of a group to work together to accomplish tasks.
2. Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures.
3. Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
4. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
5. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
6. Obtaining Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
7. Interacting with Computers — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
8. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
9. Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and participating in grievance resolutions and conflicts, or otherwise negotiating with others.
10. Mathematics — Knowledge of arithmetic, algebra, geometry, and their applications