UNIVERSITY OF WISCONSIN-SUPERIOR  
Position Description  
FACILITIES SUPERINTENDENT

Working Title: Facilities Superintendent  
Hays Hill Title/Level: Buildings/Grounds Superintendent  
Unit: Facilities Management  
Position reports to: Director of Facilities Management  
Appointment: University Staff, 100% FTE (12 month, 40 hours/week)

POSITION SUMMARY: This position is part of the administrative leadership team of UWS Facilities Management and reports directly to the Director of Facilities Management. This position is responsible for the overall management of the university's facilities maintenance programs and is a critical liaison between the department and the campus community. This position supervises the work of the electrical, plumbing, painting and carpenter craft workers, locksmith, facilities maintenance specialists, campus motor pool along with university staff temporary and seasonal employees. Other responsibilities include internal project management, FM inventory, coordination of inspections, trainings, work with FM Program Associates with daily workflow and special projects and other responsibilities as assigned.

A. Manage Facilities Management (FM) Crafts Workers and Maintenance Staff
   - Manage the daily scheduling of facilities management staff including electricians, plumbers, carpenter, locksmith, facilities repair workers and motor pool mechanic
   - Oversee the timely completion of work orders (WO) through the TMA maintenance management software system
   - Manage the preventative maintenance (PM) program from the creation of the PM work orders through scheduling, completion and recurrence
   - Produce weekly TMA reports to check WO statistics and work with staff on scheduling, completion and backlog management
   - Manage By Walking Around to check on progress, quality of work and staff needs
   - Effectively communicate with the campus community about current and future needs
   - Work with FM staff to produce bids for internal campus projects
   - Coordinate with the grounds and custodial contractor to schedule cooperative and supportive services such as office moves, cleaning, equipment delivery, snow removal, etc.
   - Schedule contractors when needed for warranty and other repair work
   - In coordination with the campus Environmental Health & Safety (EH&S) Director, manage the FM safety program, conduct and/ or coordinate safety trainings for FM staff including routine toolbox talks, confined space, fall protection, etc.

B. Implement and Manage Internal Projects
   - Assess facility needs throughout campus through communication with the campus community and building inspections
   - Determine the best solution for completing projects by utilizing FM staff or contractors
   - Initiate and oversee the bidding process to determine costs for projects and relay to associated departments for approval and funding

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- Assist UWS Purchasing with facilities related purchase orders, field orders, request for purchase, request for bid and other procurement requirements
- Utilize TMA to record bids and roll into projects and work orders when approved
- Oversee scheduling, inspections, progress reporting, budgets and completion of internal projects
- Manage the gathering of new equipment information and recording into TMA for inventory, warranty and preventive maintenance management
- Oversee the filing and proper archiving of project documentation including specifications, prints and O&M’s

C. Manage Parts and Equipment Inventory
- Oversee the gathering of parts and equipment information and work with the FM Operations Program Associate to properly enter the information into TMA including the implementation of barcoding and scanning technologies
- Facilitate annual inventory counts and updates
- Manage inventory policies and procedures (implementation, updates and daily operations)
- Oversee the inventory of FM tools and maintenance equipment

D. Oversee Building and Equipment Inspections and Testing
- Coordinate and document routine fire inspections with the Superior Fire Department
- Schedule and document; fire extinguisher inspections, hood inspections, fire door inspections, eyewash/ emergency shower inspections and other safety related inspections as required
- Coordinate and document generator maintenance and load testing of generators
- Conduct, manage and document routine building envelope, equipment, flooring and pavement inspections to determine the need for repair/ replacement and potential projects
- Inspect and document all fall protection equipment annually, purchase and replace new equipment as needed
- Schedule and document; lift and forklift inspections, bleacher inspections and other inspections as needed
- Oversee backflow prevention, chiller, and other plumbing and HVAC related inspections

E. Additional Responsibilities
- Evaluate and compile building and equipment needs to help forecast budget needs for the following fiscal year
- Assist with the review of project documents and System Projects as needed
- Work with the FM staff to increase the use of and accuracy of the TMA system and assist with the implementation of mobile applications
- Facilities Management Liaison with the campus and local community
- Work with UWS students, faculty and staff with sustainability efforts throughout campus
- Manage surplus items, storage, redistribution, disposal and online surplus sales
- Other duties as assigned

Knowledge/skills:

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• Ability to organize and delegate work to control a variety of programs simultaneously and the ability to adapt to changing facilities management standards and requirements
• Demonstrated creative leadership, visionary thinking, strategic planning skills, strong management and analytical skills, complex problem solving skills, and experience in technology and information systems
• Excellent communication and interpersonal skills
• Understanding of safety compliance codes and recommendations and working with the campus Environmental Health and Safety Director
• Proficient ability to work with various computer programs including Microsoft Windows applications (Word, Excel, Outlook, MS Project), Adobe PDF Suite, databases, AutoCAD, etc.
• Ability to read and understand construction blueprints
• Working knowledge of or ability to gain knowledge of State of Wisconsin procurement system
• Physical ability to sit at a desk and/or operate a personal computer for hours at a time
• Ability to enter confined spaces
• Ability to maintain a positive work atmosphere by collaborating in a cooperative manner with customers, students, co-workers and supervisors.
• Possession of a valid driver’s license and the capability to operate state owned vehicles
• Ability to lift up to OSHA standards of 50 pounds and at times above the shoulders. Must be able to bend, stoop, kneel and climb up and down ladders and scaffolds without any impairments
• This position may require working outdoors, exposed to all weather conditions
• Ability to be exposed to sounds and noise that are distracting and uncomfortable
• Ability to wear special work clothing and common protective or safety attire or equipment as directed by department policy

Required Qualifications Include:
• Previous supervisory experience

Preferred Qualifications Include:
• Experience in employee training on safety, procedures and equipment use
• Experience working productively as part of a team effort