



USF Job Class Description

JOB CODE: 1431
JOB TITLE: Assistant Manager, Building & Maintenance Operations
JOB FUNCTION: Campus Operations & Services
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
Effective Date: 04/01/07

Job Title: Assistant Manager, Building & Maintenance Operations

Job Summary

The Assistant Manager, Building & Maintenance Operations is responsible for supervising a team of skilled and semi-skilled workers that perform building maintenance or operations for an assigned campus or area of a campus.

Nature of Work

This position typically reports to a Manager, Building & Maintenance Operations, Associate Director or other appropriate leadership position. This position is responsible for assisting in the developing policies, maintaining programs, management reporting, staff training, and inspection of work performed. This position is also responsible for ensuring that department goals, operations and expenses are consistent with divisional and university goals and strategies. This position's primary purpose is to manage the work and work needs of his/her team (both regular and temporary staff) of building & maintenance staff. The Assistant Manager, Building & Maintenance Operations is responsible for scheduling, coordinating, inspecting and directing the work activities of assigned staff. The position will also be responsible for ordering and recommending materials and equipment for assigned area.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Assists with management of physical plant operations.
- Develops and implements operating policies and procedures.
- Oversees and/or coordinates the activities of subordinates.
- Hire, train, supervise, and motivate assigned supervisors and staff.
- Develops and implements operating policies and procedures.
- Requisitions or purchases tools, equipment and material.

- Lays out jobs and maintains schedules of work
- Prepares cost estimates and maintains records of job costs.
- Conducts inspections of facilities, furnishings, and equipment and initiates corrective action.
- Establishes a training and safety program.
- Prepares budgets and reports for service area.
- Performs other duties as needed or required to maintain effective services operations.

Minimum Qualification Requirements

The position requires a high school diploma and four years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.