

Maintenance Supervisor – Wichita Falls: Duties and responsibilities

The Maintenance Supervisor is responsible to the Director of Facilities - WF. Specific duties with duty assignment to include the following:

1. Assist the Director of Facilities in conducting preventive maintenance to all mechanical and electrical equipment at the Wichita Falls centers.
2. Assist in repairs and remodeling endeavors. This may require painting, carpentry, running data or phone lines and minor touch up.
3. Assist the Director of Facilities in all plumbing repairs essential to proper facility function.
4. Test and change ballasts in light fixtures as needed.
5. Basic trouble shooting on HVAC systems.
6. Operate computer based HVAC control/monitoring system.
7. Maintain all tools and equipment in good repair and working condition.
8. Respond to work orders in a timely and courteous manner.
9. Assist in preparing campus facilities for major functions such as commencements, community service projects, etc.
10. Responsible for shredding confidential documents as needed.
11. Supervise multiple employees to assist with above tasks.
12. Maintain necessary building and equipment records.
13. Assist others in the proper use of tools and equipment.
14. Be able to lift minimum of 50 pounds.
15. Assume special assignments requested by the Director of Facilities or Vice President of Administrative Services.