

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Operations Support
DEPARTMENT	Facility Maintenance
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
REMUNERATION SCALE	Leadership I
REPORTS TO	Facility Maintenance Director
LAST REVISED DATE	August 7, 2024

POSITION SUMMARY

Operations Support will provide essential supervision and leadership of all personnel and functions of the Maintenance Department, and support the trades with hands-on assistance and ensure they have necessary supplies. Operations Support is responsible to the Director of Facility Maintenance.

ESSENTIAL JOB FUNCTIONS

- Manage and provide team leadership within the department
- Provide project management when needed
- Work with the Director on projects as needed
- Organize, manage and track progress on projects when needed
- Monitor/coordinate staff time off, sick days, etc.
- Organize department trades and daily tasks, including outside contractors when needed
- Ensure that trades and contractors are performing work efficiently and in a safe manner
- Oversee jobsite safe practices
- Support department trades with assistance when required
- Perform routine maintenance tasks which may involve carpentry/electrical/plumbing, etc.
- Ensure that the campus grounds are maintained, clean and in a respectable state
- Assist in routine fire alarm drills and checks
- Assist in snow removal when needed
- Provide hands-on work for requested work orders

JOB STANDARDS AND REQUIREMENTS EDUCATION/TRAINING

- Post-secondary training with a trade certificate

EXPERIENCE

- Five to six years' experience in a variety of trades

SKILLS/CHARACTERISTICS

- Computer fluency in Microsoft Office and Google Apps
- Excellent organizational, analytical and interpersonal skills
- Detail oriented

- Energetic, self-motivated, flexible, adaptable
- Demonstrated ability to multi-task and work independently
- Ability to acquire new knowledge and/or skills quickly and easily
- Ability to identify problems, develop, propose, and/or implement solutions
- Encourage and maintain a team environment
- Able to lead by example

PERSONAL

- A member of the Seventh-day Adventist Church
- Courteous and patient with co-workers
- In addition to working days, the flexibility and willingness to be on call
- Willing to take additional training if required
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University