

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: MANAGER, HOUSING FACILITIES (pay grade 120)
Department: HOUSING AND RESIDENTIAL LIFE
Salary Guidelines: MINIMUM \$27,379 - MAXIMUM \$44,549
Exempt (Y/N): YES
Supervisor: DIRECTOR, HOUSING FACILITIES

SUMMARY: The Manager is responsible for helping create and implement the functions of the housing facilities processes working as a team to provide an exceptional student housing experience. The manager will train, supervise and coordinate the maintenance and custodial staff in a residence hall setting to maintain a clean, safe, comfortable living environment for residents that contributes to the quality of student life.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assign, supervise, and oversee the operation of maintenance and custodial staff.
Inspect and identify maintenance and custodial needs.
Work with vendors to obtain high quality, cost efficiency equipment and supplies.
Supervise and oversee major maintenance/custodial projects; coordinate work with contractors.
Direct custodial and maintenance staff in cleaning and maintaining assigned areas; inspect completed work for conformance to specifications and standards.
Maintain inventory; order tools, equipment and supplies.
Ensure conformance to safety and sanitation regulations.
Establish and adjust work assignments to meet production schedules.
Prepare maintenance and custodial reports, maintain records of equipment, furniture, tools, etc. utilizing departmental software.
Resolve residents custodial and maintenance related problems.
Handle departmental information that is confidential and sensitive.
Provide exceptional customer service to all staff, parents, students, and off-campus customers.
Maintain visibility in the residence halls and be available to residents.
Participate in Student Affairs and University training, meetings, events and teams.
Work irregular hours at certain times due to the nature of the position.

SUPERVISORY RESPONSIBILITIES:

Administrative supervision is exercised over maintenance, custodial, and student staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

Bachelor's degree, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Two years experience supervising maintenance/custodial personnel.

Experience using personal computers including word processing and spreadsheet software.

DESIRABLE:

Experience supervising bargaining unit personnel.

MANAGER, HOUSING FACILITIES - HOUSING AND RESIDENTIAL LIFE

OTHER SKILLS AND ABILITIES:

REQUIRED:

Demonstrated knowledge of building maintenance, or construction trades (i.e., plumbing, heating, electrical).

Excellent communication, customer service and organizational skills.

Demonstrated understanding of safe operating and maintenance procedures.

Training and /or college level course work in management.

Demonstrated capability in managing and motivating staff.

Demonstrated ability to function effectively in stressful work environments.

Evidence of commitment to enhancement of diversity.

Demonstrated ability to independently organize and prioritize work assignments.

Demonstrated ability to build relationships with faculty, students, parents, and staff.

Proven competence in managing multiple tasks and competing priorities.

Demonstrated willingness to work evening and weekend hours as needed

Demonstrated ability to use judgment when dealing with confidential information.