

Warren Wilson College
Job Description

POSITION TITLE: Office Manager/Motor Pool Supervisor

REPORTS TO: Director of Facilities Management and Technical Services

DEPARTMENT: Facilities Manager and Technical Services

POSITION SUMMARY:

The Office Manager/Motor Pool Supervisor is responsible for training, supervising and working with FMTS student office workers and for overseeing general motor pool functions.

SPECIFIC RESPONSIBILITIES:

Motor Pool

1. Schedules and maintains motors pool functions.
2. Reports vehicle accident/incidents and participates in accident/incident investigation in coordination with campus safety office.
3. Insures that drivers are familiar with vehicle operation and safety procedures.
4. Provides training and vehicle familiarization to faculty, staff and students, in conjunction with the campus safety officer. Actual driver training for students will be conducted by the student's work supervisor if qualified.
5. Ensures that vehicle mileage per trip is recorded and maintained in order for charges to be given to users.
6. Develops and disseminates motor pool policies and procedures.
7. Conducts and facilitates the motor pool oversight committee on a yearly basis.
8. Uses the computer hardware and software necessary for the operation of the motor pool and office manager training.
9. Develops metrics to measure and ensure the needs of the Campus Motor Pool Customers are being met through the motor pool program.

Office Manager

1. Provides training to office managers using newly developed or previously developed training materials.
2. Provides weekly training that will include, but is not limited to, information on the following tasks:
 - a. Utilization of the work order and purchasing order system.
 - b. Development of the skills needed to provide service among internal and external customers.
 - c. Use of available and appropriate office machine technology.
 - d. Ability to learn and teach office management skills.
 - e. Development and monitoring of shop and office safety programs.

- f. Creation of an inventory control system.
- g. Helping office managers develop a written job description with sufficient detail to pass on to future office managers and work supervisors.
- h. Support work supervisors with office manager tasks and if available, loan student office managers to work centers on a temporary basis.
- i. Develops metrics to ensure the needs of the Supervisors are being met through the office manager program.

Office Manager/Motor Pool Supervisor

- 1. Trains, supervises, evaluates, and works with student employees.
- 2. Develops, maintains, and monitors student work schedules.
- 3. Prepares a five year, a one year, and a quarterly plan (fall semester, winter break, spring semester, and summer break) involving the five components of our Mission: Work Excellence, Care of Students and Ourselves, Sustainability, Maintenance Excellence, and Triad Integration. Updates work order reporting every two weeks. Reprioritizes work, updates work status reports and establishes estimated timelines, which get reflected in the planning reports.
- 4. Develops, maintains, and works within a realistic work budget. Identifies specific areas for growth and equipment needs.
- 5. Identifies ways in which the department can become more sustainably focused by identifying and prioritizing the way in which the office management/motor pool operations affect sustainability.
- 6. Performs other duties as needed to fulfill the College's mission of work, service, and academics.

WORKING CONDITIONS:

Office environment

QUALIFICATIONS:

- 1. Four year college education and/or extensive experience in a similar supervisory position; two to four years of supervisory experience is required. Teaching experience and/or experience working with college age persons highly preferred.
- 2. Computer proficiency required with special emphasis needed in Microsoft Word, Excel, Outlook and general database management.
- 3. A valid North Carolina Driver's License with no restrictions.
- 4. Ability to function and thrive in a high energy productive work environment.
- 5. Commitment to the Warren Wilson Triad system.
- 6. Good oral and written communication skills.
- 7. Social and emotional maturity, dependability, and ability to react to stress with humor, hard work, and flexibility.

