

Warren Wilson College

POSITION TITLE: Supervisor, Campus Support (Special Projects)

DEPARTMENT: Campus Support

REPORTS TO: Director, Facilities Management and Technical Services

POSTITION SUMMARY:

The Supervisor of the Campus Support Crew is a working supervisor who joins other supervisors, under the direction of the Director of Facilities Management, in the planning, supervision, coordination and training of a student work crew in the areas of Carpentry, Painting, Landscaping and Building Services. Responsible for the planning, supervision and coordination of special projects, and the supervision and coordination of subcontractors.

SPECIFIC RESPONSIBILITIES:

1. Trains, supervises, directs and participates in the work of students assigned to campus support work crew.
2. Provides orientation and training for new and continuing students, especially in the areas of chemical usage, equipment handling and safety procedures.
3. Under the direction of the Director of Facilities Management uses student labor and subcontractors to assist the Carpentry, Landscaping, Paint, and Building Services supervisors in general maintenance and construction. Assignments may include, but are not limited to, repair of buildings, landscape maintenance, building cleaning and conference set-up.
4. Assists in the set up arrangements for special events held on campus, as requested.
5. Works with Director of Facilities Management to ensure all operational costs are kept within a budget.
6. Plans, coordinates and supervises the completion of assigned special projects.
7. Ensures parking lots are maintained and asphalt patched.
8. Manages the department budget.
9. Performs evaluations of student crewmembers noting strengths, and identifying clear metrics for improvement.
10. Develops and continually improves training programs for students, including a safety program.
11. Maintains inventory of equipment and tools, supplies and parts. Periodically performs audits to account for shrinkage and improve control of inventory.
12. Identifies ways in which the department can become more sustainable.
13. Serves on at least one campus committee to strengthen communication and interaction with the campus.

WORKING CONDITIONS:

1. Indoor and outdoor in all weather conditions.
2. Occasional exposure to hazardous materials and machinery as determined by OSHA regulations.
3. Able to lift a minimum of 50 pounds.

QUALIFICATIONS:

1. North Carolina driver's license.
2. Experience in the fields of carpentry, painting, landscaping and building services.
3. Prior supervisory experience.
4. Knowledge of proper chemical usage and safety precautions.
5. Knowledge and experience in carpentry, painting, landscaping and building services.
6. Know local and state building codes.
7. Know safety and OSHA regulations.