

**Saint Michael's College
Job Description**

Job Title: Building Trades Supervisor

Department: Facilities – Building Trades

Supervisor: Director of Facilities

Date Created: 03/25/2006

Last Revised: 02/16/2024

Our Mission: *It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.*

Major Objectives:

- Ensures all campus buildings are functional, secured, and weatherproof
- General carpentry/painting tasks are performed in order to maintain the appearance of all campus building
- Specific responsibilities are handled such as managing personnel; ongoing evaluation of buildings; supply ordering; making major purchase recommendations; working on maintenance and construction projects with other SMC facility shops; managing outside contractors; promoting a positive attitude to students, faculty, and staff; and many other tasks to help Facilities maintain and upgrade the campus to support the mission of the College

Essential Duties and Responsibilities:

- Manages the entire department members and resources
- Responsible for all general repairs and maintenance to all campus buildings and building components
- Responsible for all painting of interior and exterior of all campus buildings
- Identifies issues that need attention around campus
- Performs small carpentry related projects
- Plans and implements renovation/upgrade/repair projects with contractors
- Determines costs and details of capital expenditure projects
- Develops buildings maintenance programs
- Addresses and assigns daily work orders
- Reviews, declines/approves and submits contractor invoices for payment
- Reviews and declines/approves bi-weekly timecard of department members
- Interviews and hires new department members
- Represents the department at bi-weekly staff meetings with other Facilities trades
- Responsible for maintaining the equipment and tools of the shop
- Maintains inventory and makes purchases to ensure availability of stock
- Participates in an on-call rotation for 1 month every 3-4 months
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Assists other departments within Facilities as/when needed
- Removes snow and ice from roof tops by shoveling, snow-raking, or breaking away ice dams
- Assists new employees with computer technology and SMC based software
- Cleans, maintains, and organizes the shop

Positions Supervised:

- Carpenters, Painters, Locksmith, etc. within the department

- Summer temporary carpenters and painters
- Summer student workers

Major Contacts:

- All members of the Facilities Department
- Other members of the college community, including Edmundites, faculty, staff, and students
- Public Safety to include officers and switchboard
- Campus visitors
- Contractors and vendors

Demonstrates Excellence:

- Demonstrates effective leadership with an ability to assess and understand each situation individually and provide the appropriate feedback, helping to resolve issues constructively
- Genuinely listens to, communicates with, and motivates employees
- Demonstrates superior knowledge of craft as evidenced by quality of work and attention to detail
- Continues growth in position by mastering new job tasks as assigned
- Exhibits ease with and ability to work with a diverse community
- Displays flexibility with workload and schedules
- Is a team player, works well with Facilities administration, other departments, the shop, as well as others on campus and external contractors, suppliers, and trades people as evidenced by positive feedback and results from collaboration

Education and Work Experience:

- High school diploma plus some post-secondary education, work experience, or specialized training
- Minimum five years' work experience in residential and commercial carpentry/construction
- Supervisory experience preferred

Licenses, Certifications and Other Requirements:

- Valid driver's license and meets driver's eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response

Language and Literacy Skills:

- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior
- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents

Computer/Technology Skills:

- Working knowledge of Microsoft Office products
- Working knowledge of web-based software
- Working knowledge of Adobe Acrobat

Physical Demands:

Work is often performed in a typical non-office environment requiring:

- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight

- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch, or crawl
- Some degree of exposure to physical risk

While performing the duties of Building Trades Supervisor, the employee is occasionally required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- May require use of personal vehicle at times
- Ability to tolerate a work environment involving exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment; exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, tight working spaces, and/or loud noises
- Capacity for considerable physical activity/work, which is primary part of the job
- Knowledge of federal, state, and local codes specific to the trade
- Annual OSHA training to include but not limited to; HazCom, Lock Out/Tag Out, Confined spaces, Bloodborne pathogens
- Willingness to be trained to work from boom and scissor lifts

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.