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:
- The safety and security of the campus community is ensured because work orders and designated projects are completed responsibly and facilities are well maintained
- Work orders and other requests made of Building Trades are efficiently handled
- The Carpenters, Locksmith, Painters, Upholsterer as well as the resources of the Building Services Shop are managed and directed to properly maintain the functionality and appearance of campus buildings
- 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 7 staff members and resources of the Carpenter/Locksmith Shop
- Meets with staff daily regarding work order status and to plan the day’s work
- Responds to calls promptly from Facilities dispatch
- Attends weekly staff meetings with other Facilities trades
- Develops buildings maintenance programs for the College
- Interviews, hires and supervises temporary workers in summer
- Maintains inventory of tools and materials
- Understands products and learns about new products
- Serves as liaison between Carpenter/Locksmith Shop and others, including administration, campus departments, and outside contractors/suppliers
- Assists staff with campus projects as needed
- Coordinates with other departments in Facilities as situations require
- Consults with and/or hires outside contractors
- Completes payroll and other paperwork relating to position
- Determines costs and details of projects, sometimes with assistance from own supervisor
- Notifies Carpenter/Locksmith Shop staff of campus news/events, changes in policies and procedures, and Human Resources Office information (e.g., wages and benefits)
- Conducts annual performance evaluations for shop employees

Secondary Responsibilities:
- Assists staff with computer usage and developing their skills/knowledge of technology
- Provides staff with current product information
- Develops staff participation programs and attends workshops with vendors
- Assists staff with work orders
- Helps maintain equipment in the shop
- Performs other duties as needed
Job Description

Job Title: Building Trades Supervisor

**Positions Supervised:**
- Carpenters (2)
- Locksmith (1)
- Seasonal carpenters
- Seasonal painters
- Work-study students occasionally

**Major Contacts:**
- College Architect (immediate supervisor for this position)
- Executive Assistant for VP of Finance and Facilities
- Facilities employees and management
- Faculty, staff, students
- Contractors, suppliers, vendors, trades people

**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 his staff well
- Shows flexibility and willingness to make changes in procedures or job assignments to ensure satisfactory completion of assigned work
- 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 general carpentry and commercial construction plus previous supervisory experience (e.g., as foreman of a construction work crew)
- Basic computer skills

**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:**

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**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy
- OSHA Training

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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:
- Flexibility to work irregular, sometimes extra hours as well as rotate “on call” status
- Supervisory training recommended
- May need to use personal vehicle for work
- Must be able to tolerate working in all weather conditions, extreme temperatures and hazardous products/odors

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.