FACILITY SUPPORT SERVICES SUPERVISOR

JOB SUMMARY
Coordinates campus facility use and related support for all academic, extra curricular activities and external parties. Support includes but is not limited to providing preparation/setup of the facility/activity, providing requested equipment and providing appropriate on site staff support and related parking and traffic control during and after the activity. Implements changes to the campus telephone communications, copier/fax, and safety alarm agreements and procedures. Assists in campus safety programs and disaster preparedness planning. Job requires flexible work schedule, hands-on support and background in A/V, stage set-up, as well as good interpersonal skills. Strong computer literacy is also required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:
- Maintains facilities usage schedule and processes requests for facilities and ground usage from both internal and external parties and schedules support activities as required.
- Coordinates contract security services support for campus program activities.
- Recommends changes and coordinates contract work for alarm system maintenance
- Maintains schedule and status reports for projects, activities and use of resources pertaining to facility services request.
- Schedules repairs, recommends replacement and maintenance for business machines.
- Assists with purchase requisitions and negotiation of contracts for maintenance of office equipment and as requested by the Director of Facilities and Maintenance Services.
- Assists in implementation of new facilities computer applications including staff training, ongoing support for Facilities Administrative Staff and providing information and assistance to external users.
- Maintains fixed asset, equipment and supplies records relating to campus facilities and services.
- Assists with the administration of insurance damage and non-employee injury claims involving the school.
- Coordinates and schedules facility department safety training classes.
- Coordinates repair of and changes to the campus phone system and copiers under agreement.
- Coordinates campus mail delivery.
- Determines, with approval of the Director of Facilities and Maintenance, the appropriate level of support and charges (if any) for facility usage and related support activities.
- Requests assistance of other facilities and maintenance managers when required to support scheduled activities.
- Other duties as assigned by the Director of Facilities and Maintenance Services.

SUPERVISORY RESPONSIBILITIES
- Schedules and supervises facility support staff.
QUALIFICATIONS, CERTIFICATES, LICENSES AND PHYSICAL DEMANDS

- High School diploma required with a college degree preferred and 3 years office administration experience required.
- Proficiency with word processing and spreadsheet software required.
- Prior facilities support background essential.
- Prior supervisory experience preferred.
- Dress should be appropriate support services uniform, business attire may be worn when required or when appropriate to the occasion.
- Valid Hawaii Driver License and clean Traffic Abstract required.
- Forklift Certification required.
- Must be able to lift 40 lbs and travel to work sites on campus.

PHYSICAL DEMANDS
Our campus consists of multiple buildings on 44 hilly acres that requires walking including uphill, stairs and to fields for fire drills. May sit for prolonged periods of time in a normal seated position and reach by extending hand(s) or arm(s) in any direction throughout the day. May need to bend; lift; and carry items. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard and mouse. It is important to see and hear within normal parameters and possess the ability to move about with little to no difficulty.

MENTAL DEMANDS
On a daily basis must frequently problem solve, make decisions, interpret data, organize, write, plan, and clearly communicate.

EQUIPMENT USE
Telephone, computer, copier, scanner, printers and other hardware – frequently

WORKING CONDITIONS
Indoor, Outdoor, Cold Temperatures - frequently; Loud Noise, Hot Temperatures – occasionally

WORK ENVIRONMENT
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.