

March 14, 2008

## FACILITIES SUPERVISOR

**Wage: \$7.82**  
**Work Study Required**

**Area:** Norris University Center

**Supervisor:** Facility Coordinator

**Function:** Responsible for the general maintenance of Norris University Center

**Office Hours/Shifts Available:** Monday through Friday-8:00 a.m. to 5:00 p.m.

### Responsibilities:

1. Hires, trains, & evaluates student maintenance crews.
2. Repairs and maintains the equipment and facilities of Norris Center including project work and some simple remodeling.
3. Maintains inventories of products and supplies.
4. Maintains order and cleanliness in the maintenance shop.
5. Maintains repair logs and prepares statistic reports.
6. Performs related duties as required.