

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

MAINTENANCE SITE MANAGER

FLSA STATUS: NON-EXEMPT – PAY GRADE: 13 – C

JOB FAMILY: FACILITIES & CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Maintenance Site Manager supervises and/or performs moderately complex to advanced semi-skilled to skilled work of in one or more trades - construction, electrical, plumbing, mechanical, and/or HVAC- and holds primary responsibility for all around maintenance of assigned facility. This position has a focus and emphasis on overall management and coordination for an assigned campus and/or center.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supervises staff; prioritizes, assigns, and inspects work; approves leave requests and timesheets; conducts performance evaluations including the development and completion of goals; ensures staff are trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.

Assigns, submits, tracks, and/or completes work, repair, and/or preventative maintenance orders via work order management system.

Performs moderately complex to advanced construction, maintenance and/or repairs on structures, mechanical systems and components, facility, equipment, and related property in the construction, electrical, plumbing, mechanical, or HVAC trade. Read blueprints, diagrams, and/or sketches in the preparation and performance of tasks.

Responds to email, phone, and/or text complaints, concerns, and emergencies concerning building services. Coordinates with other departments to provide support for events including setup, breakdown, on-site assistance, and post-event cleanup.

Operates various hand-held manual, electrical and gas powered tools and equipment, i.e., shovels, mixers, sprayers, drills, hammers, etc. Maintains and ensures the safe operating condition of assigned equipment, tools, and vehicles according to established policy and sound trade practices.

Maintains custodial and grounds maintenance supply and equipment inventory, assists with inventory planning and budgeting, and submits and completes P-Card requests for purchases.

Manages contractors for custodial services, floor cleaning, waste management, pest control, landscaping and retention pond maintenance. Participates in contract evaluation committees, as assigned to assess and recommend contract awards

Performs various record maintenance duties where applicable, i.e., work orders, materials and supplies utilized, cost estimates, labor required, maintenance logs, fuel logs.

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Recognizes and reports any detected deterioration, repair needs, and maintenance needs to supervisor. Supports the Campus Facilities Director in addressing corrective action items identified through college and external inspections

Conducts periodic safety meetings, training sessions, and related sessions as the Safe Site Coordinator. Prepares, updates, and maintains Hazardous Chemical Lists and Safety Data Sheets books.

Provides campus and/or center maintenance services to create and maintain a clean and safe campus environment supportive of student needs.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency and five (5) years of experience in the applicable trade(s) that demonstrates the required skill level and the ability to coordinate and complete multiple tasks with minimal direction or supervision. Vocational/technical diploma or certification in one of the trades may substitute for a portion of the required experience.

PREFERRED QUALIFICATIONS

Supervisory experience. Vocational/technical diploma or certification in the applicable trade(s).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

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Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/97

Revised: 1/30/25