

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION  
(allocated)

**PART I - Position Information. Items 1 through 12 to be completed by department**

1. Agency Name: Kansas State University  
9. Position Number: W0006655  
10. Department ID: 36700 60010

2. Employee Name (leave blank if position vacant)  
11. Present Class Title (if existing position): Physical Plant Supervisor

3. Division: Vice President for Administration & Finance  
12. Proposed Class Title

4. Section: Division of Facilities

5. Unit: Building Maintenance

6. Location (address where employee works)  
City: Manhattan County: Riley

7. Type of Appointment (Circle)  
Full time Part time 100%  
School:  
Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)  
FROM: 8:00 a.m. TO: 5:00 p.m.

H	13. Allocation	<i>Physical Plant Supervisor</i>
U	Supervisory Status: <u>yes</u> /no	FLSA Code: <u>nonexempt</u> /exempt
M		
A		
N		
R	14. Effective Date: <i>8/23/07</i>	
E	15. By: <i>[Signature]</i>	Approved: <i>[Signature]</i>
S	16. Audit(s):	
O	Date: By:	
U	Date: By:	
R		
C	17. Position Review(s)	
E	Date: Date:	
S	Date: Date:	

**PART II - Organizational Information. To be completed by department head or supervisor of the position**

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)  
This position exists to provide guidance and direction to the employees of the Zone Preventive Maintenance shop in completion of their assigned tasks of monitoring and performing minor repairs to KSU buildings.  
b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)  
Name: Dale Boggs Title: Associate Director Position Number: W0038442  
List other individuals who may provide input for evaluation purposes.  
Name: Ed Heptig Title: Director Position Number: W0031225

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.  
a) The incumbent will have freedom to evaluate, make decisions, and use common sense judgement regarding daily work tasks without immediate supervision. All decisions must be for the betterment of the university and section.  
b) The incumbent receives instructions from campus departmental staff, immediate supervisor, Work Management Center, and/or other shop managers. The various maintenance requests are submitted as work orders (Buck Slips) by Zone Preventive Maintenance scheduler either by computer or in handwritten form and incumbent may receive instructions by phone or two-way radio. Incumbent must research and evaluate jobs before commencing.  
c) Work details are given by immediate supervisor.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

- | No. | %   | E or M |  |
|-----|-----|--------|--|
| 1   | 30% | E      | Fulfill the duties of the supervisor over a zone preventive maintenance shop responsible for the operation and preventive maintenance of in excess of 6,442,417 square feet of interior and exterior lighting with a 48 hour mandated response and repair time necessary to provide a safe working environment for the campus community of a large university; assign and direct the work of skilled and semi-skilled workers, such as GMRT Senior and student laborers, in the operation and preventive maintenance program of building equipment in excess of 940,000 square feet, including but not limited to air handling units, electric motors, pumps, fans, doors, handrails, lights and ballast, campus walk lights, exterior lights, restrooms, air compressors, air dryers, and general classroom equipment such as blackout shades, movie screens, stand-alone clocks, and stationary seating, and oversee fulfillment of service contract with the Department of Foundation.  |
| 2   | 20% | E      | Fulfill the administrative duties of position: interview and hire qualified shop personnel; meet daily to advise the scheduler of personnel activities; provide daily updates and feedback to immediate supervisor; complete daily reports, verify time slips, keep track of work orders; maintain a working knowledge in areas of heating and cooling, electrical, and building maintenance trades in order to keep accurate records and up-to-date inventories of parts ordered and shop equipment for five zones; read and interpret blueprints, wiring diagrams, schematics and shop drawings of building lighting and equipment to facilitate preventive maintenance scheduling and locations in buildings. Control and encourage budget cost reductions by monitoring expenses weekly, complete and submit accident reports, adhere to and enforce Facilities' Policy and Procedures Manual and the Affirmative Action Guidelines. Maintain Asbestos Worker certification in order to remain up-to-date on proper maintenance/remodeling procedures to ensure safety of students, faculty, staff, and visitors to campus facilities. |
| 3   | 15% | E      | Fulfill the supervisory duties of position: conduct quarterly review and periodic evaluation of shop personnel, assign and review work of shop personnel, perform on-site inspections and maintain a high standard of quality control, conduct weekly shop meetings, maintain a clean and organized shop and job sites, recommend disciplinary actions, and any other jobs as may be requested by immediate supervisor. Operate state vehicles to access job sites.  |
| 4   | 15% | E      | Act as coordinator of Facilities Hazardous Waste Materials by directing pick up and delivery of hazardous waste material, and maintain accurate records of these materials.  |
| 5   | 10% | E      | Fulfill the duties required for maintaining effective personnel relations: conduct monthly training of work methods and preventive maintenance techniques, maintain and encourage safety procedures, counsel shop personnel regarding job performance and expectations, and maintain adequate communications with campus community, Facilities management, and general public.   |
| 6   | 10% | M      | Fulfill the duties required for completion of assigned projects: coordinate between trades and department personnel, recommend materials or methods, assist with drawing up specifications or schematics, complete reports, review projects, monitor expenses to complete projects within budget, and fulfill other duties of a project manager as may be assigned.  |

All duties require a broad knowledge of building operating systems and supervision of personnel performing maintenance and preventive maintenance on a wide variety of equipment. The supervisor reviews periodically for satisfactory results or while tasks are in process, if required.

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position
- Lead worker: Assigns, trains, schedules, or oversees work of others.
  - Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
  - Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
GMRT	W0005298
Facilities Specialist	W0006644
GMRT Senior	W0006651
GMRT Senior	W0006701
GMRT Senior	W0006708
GMRT Senior	W0006732
GMRT Senior	W0006745
GMRT	W0006759
2-6 student workers	

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

If, after servicing air handling unit, employee forgot to turn it on, the building could get very hot or cold. If safety factors are not followed, one could get shocked by electricity while changing light ballasts.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact will be made daily with department personnel, material suppliers, maintenance scheduler, and various other campus personnel to gather information, train workers, and perform maintenance tasks to better serve the university and maintain campus buildings in the most efficient and effective manner.

25. a) What hazards, risks, or discomforts exist on the job or in the work environment?

Hazards the incumbent may encounter are electrical shock, chemicals, poisonous gases and vapors, open machinery running, scratched fingers and hands. Risks are minimal. The incumbent must use safety practices and keep current of building codes and uses.

b) Describe any methods, techniques, procedures, or equipment that must be used to ensure safety for equipment, employees, clients, and others.

Safety training, instruction, and reminders are provided to minimize risks. Protective equipment, including a respirator, is provided as required.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

DAILY

Personal Computer  
Grease gun  
Open-end wrench  
Ohm/Amp meter  
Pickup Truck

DAILY

Oil Can  
Socket set  
Torque wrench  
Numerous hand tools

**PART III - Education, Experience, and Physical Requirements Information**

27. **MINIMUM REQUIREMENTS** as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29.)

Four years of experience in building trades or mechanical building trades. Education may be substituted for experience as determined relevant. *by the agency.*

**28. NECESSARY SPECIAL REQUIREMENTS**

a) **List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.**

Valid driver's license upon employment, completion of Introduction to Supervision, completion of Class I Asbestos Worker Certification, and must pass/maintain medical certification for respirator use within the probationary period.

b) **Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).**

Position requires considerable physical exertion to transport 50 pounds unassisted, on a repetitive basis daily, in order to assist in completion of repairs as required.

**29. PREFERRED QUALIFICATIONS AND SKILLS**

a) **List preferred education or experience that may be used to screen applicants.**

High school graduate or equivalent is preferred. Vocational training in electrical, plumbing, and HVAC is also preferred, along with two years supervisory experience in industrial/commercial maintenance. Four years of hands-on experience in two skilled trade areas to include plumbing, HVAC, electrical, and building system operation would be helpful.

b) **List preferred special knowledge, skills and abilities.**

Prefer knowledge of a wide variety of maintenance tasks and ability to apply problem solving techniques in resolving construction/mechanical problems.

**30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).