

**HIGHER EDUCATION  
REQUEST FOR GROWTH POOL POSITION**

INSTITUTION College of the Ouachitas/685

DATE 3/10/2014

<u>CLASS CODE/TITLE</u>	<u>CLASSIFICATION REQUESTED</u>	<u>GRADE</u>
S004C/Maintenance Manager		C121

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Rhonda Smith

03/10/2014

Dr. Stephen Schoonmaker

03/10/2014

\_\_\_\_\_  
INST PER REPRESENTATIVE    DATE

\_\_\_\_\_  
INST PRESIDENT/CHANCELLOR    DATE

**OFFICE OF PERSONNEL MANAGEMENT - RECOMMENDATION**

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>
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LEGISLATIVE COUNCIL/JBC REVIEW

DATE

FAVORABLE  UNFAVORABLE

**POSITION DESCRIPTION**

**(1) % of TIME AND WORK PERFORMED**

**NOTE:** Indicate % of time for each example of work, single space within each example of work and double space between examples.

- 35% Supervise the maintenance, grounds and custodial staff and evaluate their work, daily
- 5% Prepare, recommend, and oversee the physical plant budget for routine care, major repairs and renovations, daily
- 10% Initiate and oversee facilities renovation and construction projects for the college, annually
- 10% Receive, prioritize, and manage the work order system for upkeep of physical plant, daily
- 15% Requisition supplies and equipment for maintaining the college, daily
- 5% Maintain the central key control system and issue, reproduce and retrieve all keys, weekly
- 5% Write specifications for new construction, remodeling projects, helps to select companies for the projects, annually
- 5% Serves on various college committees dealing with safety beautification, and facilities planning, monthly
- 5% Advises the President and VP of Administration and Operations on all engineering or maintenance matters, monthly
- 5% Other related duties as assigned by the VP of Administration & Operations, daily

(2) Name and title of your immediate supervisor:  
David See, VP of Administration & Operations

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":  
Maintenance Assistants,-3, Institutional Services Supervisor-1, Institutional Services Assistant-1, Extra Help-2

**(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.**

15%%	Computer and printer
%	
%	
%	

**(5) Basic Qualifications**

Education, general:	High School Diploma
Education, special or professional:	
Experience, length in years and kind:	6 years experience in building trades
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Knowledge of building maintenance and evaluation procedures, building materials and maintenance costs, supervisory skills. The ability to conduct on site inspections of building and determine the quality of work, to estimate costs, time & materials.
Physical Requirements	

**NARATIVE JUSTIFICATION**

In the past 15 years the the campus has added three additional buildings and have substantially remodeled large parts of the campus which has greatly increased the scope of the position. In addition, this position now supervises skilled technicians rather than unskilled workers. In the original position of maintenace supervisor the position was responsible for making sure that the buildings were maintained as well as the grounds be kept mowed. Now the campus has grown and so has the position. The position now supervises the smaller remodeling jobs, hires contractors to do the larger jobs, supervises the skilled tradesmen to keep the airconditioning and heating maintained or replaced whcre a contractor is no longer needed for this job. The position also has to keep the budget for the cost of doing the remodeling, building, employees, and supplies for the maintenance department. As the job grows so does the need to keep it filled with a qualified employee.