

## Trades Manager

**Job Code:** 7296

**Salary Grade:** S11

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Responsible for management of repair, maintenance, and operations services provided by Facilities Management.

- Develops, plans, and implements goals and objectives for repair and maintenance activities.
- Administers internal policies and procedures relating to repair and maintenance activities, interpreting and explaining applicable rules, laws, policies and procedures to supervisors and others.
- Oversees and participates in the departmental work plan.
- Monitors work flow and project/work order status.
- Visits job sites to oversee the work in progress and provides needed direction.
- Reviews and evaluates work products, methods, and procedures.
- Studies and recommends procedures and practices to improve operational efficiency and customer service.
- Evaluates alternatives for performing needed work, including contracting out services where appropriate.
- Oversees the Tool Crib.
- Monitors the use and inventories of spare parts, maintenance supplies, tools, and equipment.
- Participates in the evaluation and selection of materials, tools, equipment, and contract services.
- Attends relevant meetings.
- Serves as departmental liaison to coordinate interdepartmental and intradepartmental administrative functions, as well as coordinating with the business community, other universities, and others on a regional and national basis, ensuring effective customer relations
- Trains personnel as required.
- Ensures that personnel are informed of and adhere to established health and safety practices associated with assigned tasks.
- Executes special projects, researching and analyzing data, writing reports, and making recommendations to the Director.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Bachelor degree Management, Construction Management, or related field.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of a Bachelor's degree for a total 72 months related experience.

#### Experience:

Required: 24 months progressive experience in repair, maintenance and/or construction.

#### Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Basic math and computer skills
- Ability to accurately read and understand written materials and instructions.
- Read and understand complex written materials such as blueprints, metrics, or technical manuals
- Detail oriented for accuracy of data and information
- Highly organized and ability to handle multiple projects and deadlines
- Ability to communicate verbally and in writing and build rapport with students, faculty and staff
- Ability to produce reports and complete work within deadlines
- Ability to work well with interdepartmental teams and initiatives
- General office skills such as multi-line phone, copying, filing, faxing, and mail
- Knowledge of the tools, materials, working practices, and methods required for facilities maintenance, operation, and light construction
- Knowledge of purchasing and contract management practices
- Knowledge of repair and maintenance procedures, light construction, supervision, and material and inventory control
- Ability to effectively evaluate projects/programs and produce comprehensive reports
- Ability to supervise staff and communicate directions and expectations effectively



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

· Ability to lead project teams

#### Working Conditions

**Physical:**

Dealing with confrontation. Sitting for prolonged periods. Repetitive hand and wrist use. Prolonged standing and walking. Excessive stooping and bending. Climbing stairs.

**Environmental:**

Exposure to odors, disagreeable tasks or conditions. Exposure to hazardous chemicals. May be designated as an "essential position" during emergency closures. May be required to carry a cell phone or pager and respond to campus emergencies, generally within one hour. May be required to remain on campus overnight during weather or other emergencies.

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