

Associate Vice President for Facilities Management, Planning and Construction

This is a job description. It does not necessarily indicate that this position is open for employment. View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/232390

Level 16

Position Title: Associate Vice President for Facilities Management, Planning and Construction

Department: Facilities Management

Expectations for All Employees

East Tennessee State University pursues its mission based upon core values. An employee's job performance must support university's core values:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;

RELATIONSHIPS are built on honesty, integrity and trust;

DIVERSITY of people and thought is respected;

EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

EFFICIENCY is achieved through wise use of human and financial resources; and COMMITMENT to intellectual achievement.

Function of Position

Responsible to the Vice President for Finance and Administration for directing; planning, administering, coordinating and controlling University Facilities operations (main campus and Health Sciences campus); supervising overall operation and activities of the Department; directing and administering the University's Environmental Health & Safety programs including Radiation Safety SBC Projects; developing annual capital outlay and capital maintenance budgets; developing reorganization and cost-recovery; directing planning and construction management projects; and performing other related duties as required by the Vice President and Administration.

Essential Functions

Advises Vice President for Finance and Administration on facilities, construction, planning and Health & Safety related matters.

Directs daily operations of the Facilities.

Administers all applicable Tennessee Board of Regents and university policies.

Monitors and controls Facilities, utility and construction budgets.

Coordinates all master planning efforts.

Develops long range maintenance plan.

Directs and inspects campus SBC projects.

Develops cost estimates.

Insures compliance to all codes and building regulations.

Insures compliance regarding university, State and Federal requirements, guidelines and laws.

Reviews and approves all Facilities related requisitions and invoices.

Develops, controls and recommends budgets within area of responsibility.

Coordinates operations in Memorial Center and D.P. Culp Center with Facilities staff.

Develops reorganization and cost-recovery plans.

Secondary Functions

Serves on university Governance and special committees.

Represents the university in meeting with Tennessee Board of Regent's staff and other external agencies as required.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of basic principles of construction and maintenance.

Knowledge of preventive maintenance methods.

Knowledge of Environmental Health & Safety regulations

Knowledge of basic personnel administration.

Knowledge of planning methods.

Knowledge of central utility distribution systems.

Ability to effectively supervise and manage employees of lower classification.

Ability to effectively relate to all levels of employees.

Ability to plan and estimate building and maintenance costs.

Ability to effectively establish task priorities and delegate work.

Supervision Given and Received

Initiates broad programs under general direction, working from policies and general objectives. Supervises administrative and maintenance employees.

Minimum Qualifications

Bachelor's degree in engineering, management, or related area of concentration with five to seven years experience in an supervisory construction and/or maintenance preferably in a setting of higher education.

March 2011

Office Manager

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/233720

Level 5

Position Title: Office Manager

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Associate Vice President for Facilities Management, Planning and Construction for maintaining contact with internal and external constituents; following up with others on projects assigned by the supervisor; maintaining the physical plant budget; preparing all paperwork for hiring of employees; maintaining office filing system for employee personnel files and general physical plant correspondence; preparing yearly capital budget submittal; improving efficiency by maintaining purchasing for the Facilities Management office for purchase orders up to the approved bid limit; and performing other related duties as assigned.

Essential Functions

Prepares all paperwork for hiring of employees.

Ensures the office runs smoothly and efficiently.

Answers telephone, answers questions, and/or routes calls to appropriate personnel.

Maintains office filing system for employee personnel files and general Physical Plant correspondence

Maintains contact with internal and external constituents.

Follows up with others on projects assigned by the supervisor.

Maintains and monitors Physical Plant budget.

Prepares yearly capital budget submittal.

Improves efficiency by maintaining purchasing for the Facilities

Management office for purchase orders up to the approved bid limit.

Reports to Purchasing on all purchasing functions.

Improves efficiency and reduces lead time required for purchase orders.

as state contracts and blanket contracts for time and money savings.

Tracks project expenditures.

Produces project data/reports.

Supervises support employees.

Trains and supervises student workers.

Secondary Functions

searches policies, procedures and guidelines for supervisor and staff,
orders and maintains office supplies.

Monitors copier maintenance.

Monitors distribution of contractor badges and service vehicle tags.

Works on long-term budget and business process improvements.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of office procedures.

Knowledge of computers and related software applications.

Knowledge of a facilities business environment.

Ability to work independently and meet deadlines.

Ability to communicate effectively.

Ability to effectively plan, coordinate and inspect the work of others.

Ability to establish and maintain effective working relationships.

Ability to coordinate projects.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Supervises classified employees.

Minimum Qualifications

Associates degree required; and three years of experience in a facilities business environment.

March 2007

Director of Physical Plant Operations and Campus Planning

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/206070

Level 15

Position Title: Director of Physical Plant Operations and Campus Planning

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Associate Vice President for Facilities Management, Planning and Construction for developing, managing and functionally coordinating the facilities for the university; facility planning and design; renovations of existing facilities; support and custodial services; maintenance operations; and performing other related duties as assigned.

Essential Functions

Develops, manages and functionally coordinates university facilities.

Develops facility plans associated with the university's strategic planning process.

Directs university facility operations and maintenance.

Manages the design process for all in-house facilities projects.

Develops Requests for Proposals.

Maintains Master Plan.

Represents the institution on facility matters to constituents within and beyond the university community including local and state regulatory agencies.

Directs oversight of a \$14 million budget to maintain and operate two campuses.

Supervises administrative and support staff

Secondary Functions

Serves on university search committees as required.

Attends meetings for projects and other related activities.

Keeps abreast of changing and new construction practices and applicable codes, standards, safety and other related measures.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of engineering and/or architectural principles.

Knowledge of preventive maintenance methods.

Knowledge of fire safety, life safety, electrical codes and OSHA/TOSHA standards.

Knowledge of electrical, heating and cooling systems.

Ability to plan and estimate building and maintenance costs.

Ability to communicate effectively.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Supervises administrative and classified employees.

Minimum Qualifications

Bachelor's degree in engineering or architecture required; five years experience as a practicing engineer or architect, preferably in design construction/maintenance fields; must have knowledge of fire safety, life safety, electrical codes and OSHA/TOSHA standards as they relate to the construction and maintenance field.

March, 2007

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Director, Design and Renovation

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/219550

Level 14

Position Title: Director, Design and Renovation

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Associate Vice President for Facilities Management, Planning and Construction for developing drawings and specifications to suit user's needs for various projects around campus; reviewing and evaluating outside architects' drawings and specifications for larger SBC projects; monitoring work throughout construction to ensure the university gets a quality end product; supervising drafting room and craft employees as required; evaluating condition of buildings on campus and responding to maintenance problems; answering after-hours campus emergency calls as required; and performing other related duties as assigned.

Essential Functions

Designs and implements campus construction and renovation projects from conception to completion.

Supervises two non-exempt employees within the Drafting office and other craft employees as needed.

Develops drawings on AutoCad.

Prepares cost estimates.

Develops project specifications.

Reviews work of external architects for progress, completeness and quality.

Monitors quality of construction and compliance with contract documents.

Prepares written reports and submits to Architects with copies also being sent to the state construction administrator.

Details any non-compliant or questionable work.

Expedites resolutions of project issues between all project team members.

Monitors record drawing production and expedites project closeout.

Coordinates work during construction.

Maintains up-to-date campus building plans and manuals.

Answers after-hour calls and provides resolution.

Responds to system breakdowns by contacting the appropriate person or organization.

Inspects buildings for compliance with safety codes and standards.

Assists local and state inspectors with inspections upon request.

Initiates corrective measures for items needing maintenance.

Secondary Functions

Participates in facility evaluations.

Coordinates standardization of materials and equipment.

Orders materials for the Drafting office and construction jobs.

Completes work orders and requisitions.

Performs searches for information and materials including deeds, aerial photographs, site plans, tax maps, etc., at city and county offices.

Trains new employees.

Obtains bids from contractors and suppliers.

Composes general correspondence letters to architects, contractors and engineers concerning documentation of work and deficiencies in work.

Attends university meetings as a representative of the Office of Facilities Management.

Organizes tasks to achieve efficient and effective follow-through and completion.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of engineering and/or architectural principles.

Knowledge of construction and design.

Knowledge of various building codes and ADA guidelines.

Knowledge of design practices.

Ability to communicate effectively.

Ability to visualize and design construction and renovation projects.

Ability to take a construction/renovation project from concept to completion.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work.

Minimum Qualifications

Bachelor's degree in construction related field and/or five years of project management experience in the construction field; ability to produce a fundamental critical path schedule required.

August 2009

Communication Infrastructure Engineer

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/132450

Level 14

Position Title: Communication Infrastructure Engineer

Department: Facilities Management

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Function of Position

Responsible to the Associate Vice President for Facilities Management for coordinating all activities with the Office of Information Technology; ensuring that designed solutions meet the needs of the institution, while complying with codes and standards set by the university and industry; and performing other related duties as assigned.

Essential Functions

Serves as the lead designer on in-house renovation project information technology (IT) infrastructure requirements, primary contact manager for outside IT contractors, and primary contact for all external design services.

Participates in reviews with engineering consultants and architects regarding cabling, pathway, and closet designs; project budgets and expenses; and scheduling and service interruptions.

Provides the design, planning, and administration of voice, data, and video infrastructure projects on a central and remote basis.

Manages multiple or large construction projects involving all phases of work; providing technical and functional guidance and oversight for communication infrastructure on an enterprise level.

Oversees development, implementation, and maintenance of the IT design reference manual in compliance with industry, regulatory, and campus standards.

Performs site visits for documentation and cost estimating of existing systems and building conditions.

Serves as liaison with customers and vendors.

Coordinates system layout and drawing with other disciplines.

Performs telecommunication analysis and develops appropriate system concepts and layouts.

Designs telecommunications systems, including calculations and cost estimating.

Prepares technical specifications.

Reviews and evaluates shop drawings and product submittals.

Assesses construction job sites, inspects work in progress, provides technical supervision and recommends course of action.

Completes complex and specialty types of outside plan, paging, security, and secure network systems design.

Develops RFI, RFP, and RFQ documents.

Secondary Functions

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of industry regulations, design standards, and applicable codes.

Knowledge of industry related methods and materials.

Knowledge of CAD systems.

Knowledge of inside and outside plant pathways and cabling.

Knowledge of grounding/bonding methods.

Knowledge of EIA/TIA/NFPA/BICSI standards and codes.

Knowledge of system compatibilities.

Ability to analyze needs and determine appropriate architecture, topology, and transmission requirements for installation of voice, data, and video services.

Ability to evaluate technology proposals from technical, financial, and integration perspectives.

Ability to establish project budgets and operate within budgetary constraints.

Ability to apply mathematical concepts such as fractions, percentages, and ratios to job analysis.

Ability to communicate effectively, with technical and non-technical staff.

Ability to work effectively with a wide-range of constituencies in a diverse technical environment.

Ability to examine and reengineer processes, formulating policy, and developing and implementing new strategies.

Ability to ensure compliance with codes/standards while meeting the expressed needs of the design.

Ability to read and interpret plans and specifications, and make modifications.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work.

Minimum Qualifications

Bachelor's degree in Electrical Engineering, Information Technology or a related field required OR significant industry experience with BICSI certifications (project management & cost estimating); BICSI RCDD Certification (current and verifiable) required; experience designing, inspecting, and supporting communication infrastructures required (4-7 years experience preferred); experience in the design of the Mechanical, Electrical, and Plumbing (MEP) infrastructure for IT spaces and providing feedback to consulting engineers; experience in evaluating vendor options, vendor negotiations, and making budget recommendations; experience in the integration of voice/data systems and management; and, must have a valid U.S. driver's license.

March 2012

Director of Campus Planning

This is a job description. It does not necessarily indicate that this position is open for employment. View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/132120

Level 14

Position Title: Director of Campus Planning

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible for working with the Associate Vice President for Facilities Management, Planning and Construction and the Vice President for Health Affairs/COO in all planning, programming and central space management activities including all University facilities and campuses; collaborating with the Deans to maintain an accurate inventory of space in each college and the registrar to maintain accurate classroom data; acting as the primary liaison for all space allocation requests including renovations; maintaining responsibility for the coordination of all master planning requirement; managing the physical planning activities with articulating the overall vision for the university; and performing other related duties as assigned.

Essential Functions

Maintains a centralized space management database.

Acts as primary contact for all space allocation requests and questions for the various colleges, including renovation requests.

Maintains accurate Master Plans for the various University functions.

Provides leadership in all planning related functions.

Secondary Functions

Assists with programming for all capital projects.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of planning principle in the Higher Education environment.

Knowledge of computerized space allocation.

Knowledge of planning, architectural design, engineering principles, construction practices, capital budgeting.

Ability to give presentations.

Ability to remain organized.

Ability to maintain a computerized campus data base, spreadsheets, word processing and presentation software.

Ability to communicate effectively.

Supervision Given and Received

Performs under general supervision. Plans and arranges own work which is directed toward an established objective. Supervises support staff..

Minimum Qualifications

Bachelor's degree in Planning, Architecture, Business or other related field required; five years experience in Higher Education planning; Licensed Planner, APA, AICP, LEED preferred.

July 2009

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Design and Construction Coordinator

This is a job description. It does not necessarily indicate that this position is open for employment. View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/110160

Level 13

Position Title: Design and Construction Coordinator

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Director of Planning, Design, and Renovations for construction management of multiple state and local construction and renovation projects to ensure the fulfillment of contract requirements and the expectations and needs of East Tennessee State University and the Tennessee Board of Regents; and performing other related duties as assigned.

Essential Functions

Manages activities of multiple state and local construction and renovation projects as they impact and interface with campus operations.

Facilitates transition of facilities from construction phase to working facility suitable for campus operations.

Reviews work of designers under contract for progress, completeness and quality of project documents.

Attends progress, scheduling and other meetings related to construction projects.

Reviews, approves, and expedites processing of contractor RFPs and Applications for Payment.

Maintains pertinent project records in an organized fashion.

Resolves disagreements between owner, contractors and designers to the benefit, quality, and expectations of the project's goals.

Responds to evolving campus needs during the construction phase in order to direct changes within reason, budget, and schedule.

Facilitates understanding by facility users of suitable expectations for the projects.

Minimizes the disruption of construction activities to campus personnel, residents and operations as much as possible.

Ensures contractors are aware of, and conform to, campus policies and expectations for construction activities.

Responds to contractor claims, approving or rejecting per contract requirements.

Answers phone calls after hours and respond in person when necessary.

Oversees the delivery of pertinent project close-out material for use by campus personnel.

Solicits, reviews, and approves cost proposals for local construction activities.

Responds to project deficiencies by contacting the appropriate person or organization and directing their response.

Facilitates the smooth integration of construction projects with campus electrical, mechanical and other systems.

Facilitates construction projects that are free of deficiencies upon project close-out.

Secondary Functions

Performs building envelope investigations and direct appropriate resolutions to water infiltration.

Participates in groups performing facility evaluations.

Searches for deeds, aerial photos, site plans, tax maps, etc. at city and county offices.

Writes general correspondence letters to architects, contractors and engineers to document status of work, deficiencies, etc.

Organizes tasks to achieve efficient and effective follow-through and completion.

Initiates corrective measures for items requiring maintenance by contractors.

Inspects buildings with local and state inspectors upon request.

Knowledge and Abilities

Knowledge of engineering and/or architectural principles.

Knowledge of construction standards.

Knowledge of various building codes and ADA guidelines.

Ability to communicate effectively.

Ability to visualize and design construction and renovation projects.

Ability to take a construction/renovation project from concept to completion.

Supervision Given and Received

Works under general supervision. Determines own methods of performing assigned work.

Minimum Qualifications

Bachelor in Construction Management, Engineering, Architecture or related field required. Five years of project management experience in the construction related field are required.

January 2012

Director

This is a job description. It does not necessarily indicate that this position is open for employment.

View current job openings using the [eJobs](#) link.

Index/Position No.: 40355/169990

Level 15

Position Title: Director

Department: Environmental Health and Safety

Expectations for All Employees

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Function of Position

Responsible to the Associate Vice President for Facilities Management for protecting the health and safety of university staff, faculty, students and visitors; environmental compliance with all university facilities, ensuring no adverse impact to the environment as a result of the university's actions; the campus communities' fire and life safety as well as fire protection within all university properties minimizing any potential for fire; and ensuring compliance with federal, state and local regulations through the development and implementation of policies and procedures. The position is additionally responsible for the university's emergency preparedness planning through development of policies and procedures, as well as training and implementation to ensure the safety of personnel on the university's campuses; TOSHA compliance and employee training as required by TOSHA/OSHA; Radiation Safety Program and all associated permitting, compliance and training requirements; and other related duties as assigned.

Essential Functions

Ensures a safe and healthy working and learning environment for staff, faculty, students, and visitors.

Ensures life and fire safety in all university properties.

Ensures that all university activities comply with environmental regulations.

Ensures compliance with all other regulations applicable to a safe and healthy working and learning environment.

Secondary Functions

Provides oversight of programs through onsite inspections, review of inspections and reports performed by other staff, or through analysis of data compiled by the Environmental Health and Safety Office, other university departments or regulatory officials.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of federal, state and university policies and procedures related to environmental health and safety.

Knowledge of regulations sufficient to develop guidance for consistent and effective program development, documentation, and improvement.

Ability to plan, coordinate, and direct safety affairs with faculty, staff and students.

Ability to support strategic planning to accomplish the ETSU mission.

Ability to perform assigned emergency response functions.

Ability to work collaboratively with faculty, staff, and administrators.

Ability to communicate effectively.

Supervision Given and Received

Performs under general supervision. Determines own methods for performing assigned work. Supervises administrative and classified employees.

Minimum Qualifications

Master's degree in Environmental Health or a closely related field; five years experience in environmental health.

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Environmental Compliance Manager

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View current job openings using the [eJobs](#) link.

Index/Position No.: 40355/244080

Level 12

Position Title: Environmental Compliance Manager

Department: Environmental Health and Safety, Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Director of Environmental Health and Safety for assuming full responsibility for environmental compliance issues for the university including, but not limited to, all air permitting regulatory issues, hazardous waste management, biomedical waste management, above and underground fuel storage regulations, storm water pollution regulations, spill prevention regulations, laboratory and clinical compliance inspections, water quality regulations, pressure vessel and boiler permitting requirements, and emergency generator inspection and maintenance. The position will also be responsible for assisting with other Environmental Health and Safety programs such as respiratory protection, radiation safety, personal protective equipment, chemical safety, hazard communication, electrical safety, ergonomic safety, confined space entry and hear protection; and performing other related duties as assigned.

Essential Functions

Manages and oversees the Title V Major Source Air Emission Program.

Manages the Hazardous Waste and Materials Management Program.

Manages the Storm Water Pollution Prevention Plan and National Pollution Discharge Elimination System Permit.

Manages the Spill Prevention Control and Countermeasures Plan.

Manages the annual laboratory and clinic environmental health and safety inspections.

Manages the Above and Underground Storage Tank Program.

Manages the Biohazard Waste Program.

Manages the Water Quality Program.

Manages the Pressure Vessel and Boiler Permits and Compliance Program.

Manages the Emergency Generator Inspection and Maintenance Program.

Assists with employee safety training programs and compliance issues, such as bloodborne pathogens, respiratory protection, Personal Protective Equipment, chemical safety, hazard communication, electrical safety, ergonomic safety, confined space entry, and hearing protection.

Secondary Functions

Serves as a resource for the Radiation Safety Program.

Assists with the performance of monthly and quarterly surveys and compliance audits of labs containing radioactive isotopes, radiological waste pickups and disposal, sealed source inventory and leak test analysis as well as bioassay and dosimeter responsibilities on an emergency or as needed basis.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of local, state and federal environmental and radiological regulation.

Knowledge of environmental health and safety equipment.

Knowledge of safe work behaviors and interpretation of environmental health and safety data.

Knowledge of computers and data analysis.

Ability to communicate effectively.

Ability to multi-task efficiently.

Ability to set priorities, analyze problems, work independently and manage time effectively.

Ability to use standard computer programs.

Supervision Given and Received

Works under general supervision. Determines own methods for performing work.

Minimum qualifications

Bachelor of Science degree; five years experience in environmental health and safety management.

April 2011

Health and Safety Specialist

This is a job description. It does not necessarily indicate that this position is open for employment.

View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/238220

Level 12

Position Title: Health and Safety Specialist

Department: Facilities Management

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Function of Position

Responsible to the Director of Environmental Health and Safety for analyzing Physical Plant employees work environment and designing implementing programs to control, eliminate and prevent disease or injury caused by chemical, physical and biological agents; planning, coordinating and conducting employee Occupational Health and Safety training and education programs; acting as a technical resources for safety programs; serving as the lead technical resource for industrial hygiene, life safety, fire safety and safety issues within the Northeast Academic Node (NETRAN); and performing other related duties as assigned.

Essential Functions

Conducts investigations regarding mold throughout ETSU, COM, MEAC, and NETRAN facilities; quantifies the problem, identifies the particular molds present; identifies sources of moisture; recommends corrective action and ensures "clean-up" measures are conducted safely in accordance with EPA protocols.

Manages and oversees the Fire Safety Program by conducting health and safety inspections based upon the NFPA Life Safety Code; coordinates the annual inspections of fire extinguishers, sprinkler systems and oversees corrective action by university and contracted personnel; conducts fire inspection and fire alarm tests.

Develops safety policies and procedures and implements safety programs to minimize the possibility of exposure or contamination.

Performs periodic safety surveys and conducts investigations to provide safety services and assures safety of employees.

Maintains records and files of all surveys, inspections and incidents to assure compliance with department, state, and federal requirements pertaining to reporting hazardous incidents and contamination.

Conducts accident investigations identifying any causative factors and recommending corrective action where required.

Maintains an extensive inventory of industrial hygiene related equipment and supplies with the responsibility for ensuring their calibration and suitability for survey requirements. Develops and conducts occupational health and safety training programs for employees.

Formulates teaching outline and determines instructional methods utilizing knowledge of training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, workshops and self-directed learning applications.

Researches and evaluates regulatory programs to identify and assess training requirements; ensures employee training and education programs are provided as required by codes, rules, regulations, and university policies and procedures.

Assists with evaluation of training materials and training methods to ensure regulator compliance; assists with identification, selection, procurement and evaluation of training resources including audio, video and printed.

Determines training objectives and develops and conducts training sessions/seminars covering specified areas such as new employee orientation, health and safety practices and refresher training; monitors staff performance.

Assists with development of systems for tracking campus employee training including records of training courses completed and compliance with training and education requirement; maintains training records and reports.

Oversees scheduling and coordinates training sessions, seminars, etc.; publicizes training availability and schedules.

Secondary Functions

Assists with collecting, analyzing and preparing safety, health and environmental management information and statistical data necessary for planning and decision-making purposes and for report generation.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of the occupational safety and health standards of general industry.

Knowledge of building codes, life safety codes and fire codes.

Knowledge of construction.

Knowledge of Microsoft PC-based software utilization, specifically Word for Windows, Excel, Access and PowerPoint.

Ability to develop and conduct effective training programs.

Ability to communicate effectively.

Ability to establish and maintain professional working relationships with the administration, faculty, staff and students.

Ability to write technical and educational specifications and specification manuals.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assignments work.

Minimum Qualifications

Bachelor's degree in environmental health, occupational health and safety, public health, biomedical safety, industrial hygiene or a related field required; three to five years professional work experience required in occupational health and safety, laboratory safety, environmental health or closely related area, with a significant focus on employee occupational health and safety training; Fire Inspector Certification and Fire Alarm Certification, or ability to obtain certification within six months required.

March 2007

FIRE AND SAFETY TECHNICIAN

EXPECTATIONS FOR ALL EMPLOYEES

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- RELATIONSHIPS** are built on honesty, integrity and trust;
- DIVERSITY** of people and thought is respected;
- EXCELLENCE** is achieved through teamwork, leadership, creativity, and a strong work ethic;
- EFFICIENCY** is achieved through wise use of human and financial resources; and
- COMMITMENT** to intellectual achievement is embraced.

DEFINITION

Employees in this class are under general supervision. Work performed in maintaining a safe environment at the University.

EXAMPLES OF WORK PERFORMED

- Inspects buildings for flammable liquids, blocked exits and other fire hazards; ensures that all problems discovered are corrected.
- Checks all fire extinguishers, sprinklers, and fire alarms to ensure they are operating properly.
- Inspects buildings, grounds, and equipment for violations of safety codes and standards.
- Provides technical information and recommendations to Departments on how to eliminate fire and safety hazards.
- Serves as both formal and informal means of reporting unsafe conditions.
- Schedules and conducts fire drills for occupied University buildings.
- Assists municipal fire department inspectors in locating buildings and equipment.
- Assists in the development of emergency preparedness procedures and ongoing training requirements associated with the program.
- Assists with the coordination of the tabletop exercises associated with emergency preparedness.
- Coordinates the fire watch for all Memorial Center events.
- Works with outside agencies.
- Trains and supervises student workers.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of fire codes.
- Knowledge of state and federal safety regulations.
- Knowledge of campus and local area provisions for emergency and fire situations.
- Ability to communicate effectively.
- Ability to work independently.
- Ability to react quickly and calmly in emergency situations and to determine proper course of action.

RECOMMENDED QUALIFICATIONS

Six months of college level coursework in a technical field; one year of safety experience, or an equivalent combination of related education and experience required; and meets the requirements of a Certified Fire Fighter Level I, or the equivalent fire safety certification.

| Date | Skill | Eval |
|---------|-------|-----------|
| 4/24/08 | 9 | 634032333 |

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.

Fire Protection Manager

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40355/238230

Level 13

Position Title: Fire Protection Manager

Department: Environmental Health and Safety, Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Director of Environmental Health and Safety for managing all fire protection systems and safeguarding life and property from fire; assisting in laboratory safety inspections; developing policies and training materials and conducting training sessions on fire protection for faculty and staff; performing building inspections to verify fire and life safety compliance; maintaining responsibility for the protocol and implementation of fire drills; managing fire and life safety policies in accordance with all applicable regulating agencies as well as the Tennessee Board of Regents policies; functioning as liaison with Tennessee State Fire Marshals' Office, local Fire Marshals, and fire departments; coordinating inspections, repairs and preventative maintenance for all fire protection equipment and systems; maintaining a detailed record system of inspections and maintenance on all fire protection systems; training ETSU personnel on the repair of fire alarm panels and initiating, coordinating and supervising the repairs; training ETSU personnel on conducting annual fire alarm testing and inspection and initiating, coordinating and supervising inspections; maintaining Fire Inspector I certification; and performing other related duties as assigned.

Essential Functions

Oversees the functionality, maintenance and compliance of fire alarm systems.

Oversees functionality, maintenance, and compliance of fire sprinkler systems.

Oversees functionality and compliance of cooking hood suppression systems.

Inspects the entire campus for fire and life safety compliance.

Oversees compliance of fire extinguishers.

Performs fire drills.

Manages an in-house fire alarm inspection/testing program by training ETSU personnel on how to conduct annual fire alarm inspection/testing and then initiating, coordinating, and supervising the inspection by ETSU personnel.

Manages an in-house fire alarm service and repair program by training ETSU personnel on how to repair these systems, and then initiating, coordinating, and supervising the repairs by ETSU personnel.

Maintains a Fire Inspector I certification through the Tennessee State Fire Marshal's Office.

Maintains responsibility for ensuring that all repairs, testing, and inspections of fire alarm systems are compliant with applicable fire codes and standards.

Supervises classified employees.

Secondary Functions:

Reviews the purchase, modification and installation of fire protection systems.

Develops, reviews, and implements related projects.

Develops and conducts fire protection training.

Performs other related duties as assigned.

Knowledge and Abilities

Detailed knowledge of fire and life safety codes.

Good organizational skills.

Detailed knowledge of fire protection equipment.

Ability to respond to after hour calls.

Ability to communicate with a diverse range of people.

Supervision Given and Received

Determines own methods of performing assigned work. Supervises classified employees.

Minimum Qualifications

A Bachelor's degree in Health & Safety or related area required; one year related experience required; Fire Inspector I certification required; factory training for fire alarm panels used at the university; and certified fire alarm training on the Conduct of Annual Inspection and Testing of Fire Alarm Systems.

March 2011

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Johnson City, TN 37614
423-439-1000

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ETSU Box 70564 | Dossett Hall,
1276 Gi
Johnson City, TN 37614
Email: humanres@etsu.edu
Phone: 423-439-4457 | Fax: 423-439-4458

Director (Radiation Safety Officer)

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 34390/112660

Level 13

Position Title: Director (Radiation Safety Officer)

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Director of Environmental Health and Safety for ensuring university compliance with all state and federal regulations relating to radioactive substances and devices; and performing other related duties as assigned.

Essential Functions

Ensuring that all facilities in which radioisotopes are used are surveyed for contamination on a regular schedule.

Ensures that all instruments used by ETSU personnel to detect radiation are calibrated yearly.

Develops and implements a uniform policy for decommissioning areas where radioisotopes have been used, but which will be used for other purposes.

Ensures that all users of radioisotopes and radiation emitting devices have adequate training in, and knowledge of, all areas related to radiation including basic principles of health physics, safety precautions, security and emergency procedures.

Ensures that the items listed on all requisitions for radioactive material are in accord with the state license issued to ETSU.

Ensures that all radioactive materials are safely received and delivered to users.

Maintains an adequate radioactive materials disposal program.

Maintains an updated radiation safety manual and ensures that it is distributed appropriately.

Maintains an appropriate personal monitoring program for all users of radioisotopes and radiation emitting devices.

Ensures that all radiation emitting devices are properly maintained and licensed.

Maintains all necessary records related to radioactive substances, radiation emitting devices, and personnel exposure to radiation;

Secondary Functions

Serves as an ex officio member of the university biosafety committee.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of state and federal regulations regarding radioactive materials.

Knowledge of health protection standards, theories and practices related to radiation safety.

Knowledge of appropriate methods of radiation waste disposal.

Knowledge of instrumentation used for radiation measurement.

Knowledge of chemistry.

Ability to select, operate and calibrate instruments used in radioactive measurement.

Ability to select and interpret appropriate personnel monitoring devices.

Ability to effectively instruct personnel regarding radiation protection.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work.

Minimum Qualifications

Bachelor's degree in a discipline appropriate to the position (e.g., health physics, environmental science, chemistry, physics, biology) and one or more years of experience in radiation safety or master's degree in a discipline appropriate to the position required.

July 2007

East Tennessee State University
ETSU Box 70300
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Email: humanres@etsu.edu
Phone: 423-439-4457 | Fax: 423-439-4458

Title Code: 5115
O Group: 415.877

ELECTRONIC TECHNICIAN

Skill Level: 8

FLSA Status: Non-exempt

IPEDS: 510

EXPECTATIONS FOR ALL EMPLOYEES

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JOB PURPOSE

Work performed in repair and maintenance of electronics equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

(Essential functions for this position are on file in the Office of Human Resources for your information.)

- Services electronic systems
- Completes repairs, maintenance, and/or calibrations
- Reads diagrams, schematics, blueprints, and technical manuals for repair and diagnostic information
- Performs tests and checks with electronic instruments such as waveform scope and vectorscope
- Inspects and/or installs electronic systems
- Evaluates performance of equipment and compliance with regulations
- Evaluates performance of equipment versus recommended purchase specifications
- Designs and constructs electronic devices and other items for scientific research
- Reviews requests for new equipment or equipment use and determines feasibility and necessity
- Sets up equipment and provides assistance to users of equipment
- Completes forms and maintains files of requisitions, time sheets, work orders, maintains inventory of equipment, etc.
- Operates satellite and television downlink equipment, video/audio equipment, and other equipment in video and television production facilities
- Assists in television studio and engineering production

SUPPLEMENTAL FUNCTIONS

- All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
- These functions may vary by institution.
- Incumbents may provide backup to various functions within the unit
- May be required to perform related clerical tasks as assigned
- Performs other work as assigned

DIRECTION RECEIVED

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

DIRECTION GIVEN

N/A

JOB SPECIFICATIONS

High school graduate or equivalent; plus two years post high school training in basic electronics or electrical engineering; with a minimum of three years experience as an electronic technician or equivalent training and/or experience will be considered. First class FCC radio communication equipment operator's license required.

K. /LEDGE, SKILLS, ABILITIES, AND WORKER CHARACTERISTICS

- Ability to troubleshoot, repair, maintain, and install electronic equipment
- Knowledge of electronic principles and procedures
- Ability to maintain files of equipment and equipment maintenance records
- Ability to communicate with contractors

WORKING CONDITIONS/PHYSICAL DEMANDS/SPECIAL CONDITIONS

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

| <u>Date</u> | <u>Skill</u> | <u>Evaluation</u> |
|-------------|--------------|-------------------|
| 5/2004 | 8 | 723033322 |

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.

Title Code: 7381

Occ. Group:

PEST CONTROL OPERATOR

EXPECTATIONS FOR ALL EMPLOYEES

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DEFINITION

Employees in this class are under general supervision. Work performed in designing and/or directing pest control operations, mixing and applying pesticides and herbicides and performing related work as required.

EXAMPLES OF WORK PERFORMED

- Conducts routine surveys throughout campus facilities and grounds to detect the prevalence of any insects or other pest infestations.
- Performs pest identification and determines appropriate control measures, i.e., mechanical, chemical, to eliminate the infestation.
- Applies pesticides and conducts follow-up surveys to determine treatment effectiveness; performs follow-up treatments as necessary.
- Mixes concentrated toxic chemicals to proper dilutions for treatment of all types of structural surfaces.
- Disperses pesticides with 200 gallon, high pressure, tractor pulled sprayer to control insects on campus grounds.
- Attends workshops and classes, reads professional journals and does research to maintain knowledge of latest technology and maintain state certification.
- Fogs sewers, streamlines, drains and dwellings as required for elimination of disease carrying insects.
- Removes rodents by dispersing bait traps, etc.; removes dead animal bodies from campus.
- Evaluates chemicals for toxicity, active and inert ingredients, residual effects of application, and effectiveness.
- Inspects and treats trees, flower beds and turf for aphids, bagworms and other botanical destroying insects.
- Communicates with professionals/faculty in biology/entomology as needed to evaluate metamorphosis, life span habits and diseases caused by certain insects.

- Coordinates with campus health and safety officer to review pest control program.
- Maintains equipment and chemical inventory; performs maintenance on equipment.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of a wide variety of pests including their life cycle and types of formulations appropriate for their control.
- Knowledge of safe methods of chemical application to avoid contamination of food, damage and contamination of habitat and exposure of people and pets.
- Knowledge of specific factors which may lead to a hazardous condition, i.e., continuous exposure.
- Knowledge of environmental conditions relating to chemical application.
- Knowledge of pest control materials/equipment, and chemicals.
- Ability to identify signs and symptoms of chemical poisoning.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective relationships with campus employees and students.

RECOMMENDED QUALIFICATIONS

High School diploma or General Equivalency Diploma. Possession of a valid Tennessee operator's license as issued by the Tennessee Department of Safety. Two years of experience with a licensed pest control company. Commercial Pest Control Operator license, as issued by the State of Tennessee. Current certification in required subcategory.

| <u>Date</u> | <u>Skill</u> | <u>Eval</u> |
|-------------|--------------|-------------|
| 3/19/91 | 5 | 532032213 |

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.

Director of Sustainability

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/206090

Level 14

Position Title: Director of Sustainability

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Associate Vice President for Facilities Management, Planning and Construction for planning, initiating and managing projects and programs to help advance ETSU's efforts to become a recognized regional leader in sustainability. In addition, this position will be responsible for improving coordination between various campus sustainability entities and programs to maximize the efficiency and effectiveness of these efforts. A major emphasis of this position is to elevate on and off campus awareness of existing and developing sustainability initiative to encourage conservation of resources. This position also includes a variety of horticultural responsibilities including landscape and tree inspections, seasonal decorations, and serving as a landscape design resource for all campus projects.

Essential Functions

Plans, initiates, and manages projects and performs other tasks to help advance sustainability in ETSU's co-curricular programs, campus operations, student life and community services.

Maintains campus Greenhouse Gas Inventory.

Facilitates and supports the Sustainability Planning and Action Committee (SPAC).

Coordinates and enhances diffuse sustainability efforts of staff, faculty and students.

Manages Campus Sustainability Student Fee Program.

Publicizes, promotes, and communicates ETSU's sustainability efforts within and outside the campus community.

Educates staff, faculty, and students on sustainability best practices, providing a central clearinghouse of case studies, guidelines and financial representatives.

Publishes a campus sustainability indicators report, analyzing past successes, current efforts, and future focus areas for reducing environmental, social, and economic impacts.

Identifies and adapts sustainability best practices from other universities, corporations, and governments.

Develops long and short-term strategic plans, recommending policy to advance sustainability initiatives.

Develops marketing campaigns to promote sustainability.

Manages ETSU's Recycling Program.

Inspects and coordinates landscape work at Shelbridge.

Secondary Functions

Performs periodic landscape and tree inspections

Coordinates seasonal flower displays and decorations.

Assists with and participates in special event planning.

Coordinates landscape contracts at off-site locations.

Serves as grounds/landscape design resource for all campus projects.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of and interest in sustainability and sustainability best practices in higher education.

Knowledge of horticulture and landscape design management principles and practices.

Ability to communicate effectively with a diverse student, faculty, and staff population.

Ability to work on a team and build coalitions

Ability to speak effectively in public.

Ability to lead others.

Ability to analyze cost/benefit of future and current programs.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Supervises classified employees.

Minimum Qualifications

Bachelor's degree required in horticulture, sustainability, environmental sciences or urban planning required, master's degree preferred; LEED certification or equivalent; and five years of experience in a higher education setting.

July 2010

Director Health Science Campus/Mechanical Systems

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 403380/134290

Level 14

Position Title: Director Health Science Campus/Mechanical Systems

Department: Facilities Management

Expectations for All Employees

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Function of Position

The primary purpose of this position is to provide leadership and direction to all physical plant employees at the Health Science campus and mechanical shop employees, as well as oversight of all ETSU campuses mechanical systems. This position is to develop policies and procedures for the effective employment of department personnel, provide budget controls to permit the most effective and efficient facilities operational benefits to the campuses and to coordinate with campus staff and faculty to provide safe, attractive, functional facilities for instructional and research programs. This position assess facility conditions and takes appropriate responsive and/or planning actions to assure campus buildings are properly maintained, prepared and appropriate for their intended use; implements an effective preventive maintenance program for all aspects of facilities at Health Science campus and mechanical systems at all ETSU campuses; directs and performs maintenance services, custodial services, remodeling and construction improvements for the Health Science campus. Serve as the facilities administrative liaison with users of the Health Science campus facilities. Provide maintenance and capital improvement recommendations for campus utility and mechanical systems.

Essential Functions

Supervises maintenance and custodial employees at the Health Sciences Campus and supervise the mechanical shop staff at the main campus.

Purchases materials, parts and supplies for maintenance and custodial operations at the Health Science campus and the materials, parts and supplies for the mechanical shop at the main campus within the university guidelines for purchasing.

Maintains all facility systems and building infrastructures at the Health Science campus and mechanical systems at all ETSU campuses.

Coordinates and orders contracted services as needed to accomplish repairs.

Schedules and supervises maintenance work tasks for both the Health Sciences and Main campuses.

Manages facilities operating budgets for the Health Science campus.

Evaluates the long-term needs in relation to facility improvements.

Serves as emergency contact during evenings and weekends for mechanical systems and Health Science campus emergencies.

Establishes and carries out a preventive maintenance program for the physical plant, tools, and equipment for which this position has responsibility.

Supervises and performs work requested or needed on work orders.

Maintains a system of facilities supplies and assets inventory and accounting.

Secondary Functions

Provides input and review for construction project and renovation design and development.

Participates in pre-construction planning conferences.

Assures organizational compliance with applicable codes, rules and regulations.

Compares project specifications and bid packages to acquire repairs and installation of equipment.

Prepares cost estimates of maintenance repairs and new equipment installations.

Acts as liaison with construction projects and building users and acts as the owner representative during construction projects.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of all building systems including HVAC, plumbing, electrical, and carpentry.

Ability to read and interpret blueprints.

Ability to produce work schedules and set priorities for work tasks to be completed.

Knowledge of building automation systems and the ability to operate systems.

Ability to communicate effectively, both verbally and in writing.

Ability to effectively supervise employees of varying categories and classifications.

Ability to maintain a filing system.

Proficiency in computer applications.

Ability to solve problems and make decisions.

Ability to use human resource management skills and fiscal management skills.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Supervises administrative and classified employees.

Minimum Qualifications

Bachelor's degree in engineering, construction, or related field required; ten years experience, with some experience in a medical environment.

July 2009

Associate Director, College of Medicine Facilities

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/831010

Level 13

Position Title: Associate Director, College of Medicine Facilities

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Director of Physical Plant Operations and Campus Planning for daily administration of Physical Plant College of Medicine facilities operations; and performing other related duties as assigned.

Essential Functions

Plans and manages the operation of COM Physical Facilities.

Plans for major and minor renovations.

Manages day-to-day maintenance of COM facilities.

Coordinates with physical plant and VA personnel concerning maintenance needs.

Develops plans, specifications and cost estimates for renovation projects.

Assists in planning, reviewing and finalizing contracts with other entities; coordinates with contractors to provide necessary support for project completion; coordinates with architects and engineers in planning projects.

Standardizes material and equipment.

Maintains up-to-date campus and building plans.

Coordinates and monitors contracted projects.

Provides leadership for craft supervisors.

Assures compliance with safety and OSHA standards.

Administers the capital and maintenance budgets.

Supervises administrative and classified employees.

Responds to contingencies for maintaining COM operations during severe weather and other emergencies.

Secondary Functions

Assists various sections of the COM in solving problems with daily operations.

Serves on university search committees as required.

Provides assistance concerning information requested by outside agencies or other university offices.

Attends meeting for projects and other related activities.

Maintains knowledge of new construction practices and applicable codes, standards, safety and other related measures.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of engineering and/or architectural principles.

Knowledge of medical facilities operation and equipment.

Knowledge of preventive maintenance methods.

Knowledge of fire safety, life safety, electrical codes, and OSHA/TOSHA standards.

Knowledge of electrical, heating and cooling systems.

Knowledge of budget management.

Ability to plan and estimate building and maintenance costs.

Ability to communicate effectively with all levels of employees on a wide variety of issues relating to medical facility and educational operations.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Supervises administrative and classified employees.

Minimum Qualifications

Bachelor's degree in engineering, architecture, or construction/maintenance related programs required; five years experience as a project engineer, architect, construction or maintenance manager, preferably in design, construction or maintenance fields; must have knowledge of fires safety, life safety, electrical codes and OSHA/TOSHA standards as they relate to the construction and maintenance field; experience in a medical setting is preferred.

March 2007

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Associate Director for Housing Facilities

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40312/551040

Level 13

Position Title: Associate Director for Housing Facilities

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Director of Housing and Residence Life and Associate Vice President for Facilities Management for coordinating and advising all housing operations relating to physical facilities including working with physical plant, on-site contractors, and housing staff to insure adequate maintenance, housekeeping, safety and security, and equipment for all student residence halls, Buc Ridge, and Buccaneer Village; and performing other related duties as assigned.

Essential Functions

Prepares requests for proposals, facility plans, departmental requisitions and purchase orders for supplies and equipment and requisitions for contract maintenance and renovations.

Assists the Director/Associate Vice President in administration, management, staff development planning and implementation and five-year plans and budget preparation.

Administers all contracts for maintenance performed by outside contractors.

Works to resolve resident/parent complaints and concerns related to facilities.

Controls all inventory and operates a storage facility which contains all supplies and equipment for use in housing facilities.

Coordinates and oversees safety policies in the residence halls/apartments in conjunction with the Health and Safety Officer and the Fire Prevention Manager.

Provides the daily supervision for maintenance and custodial staff assigned to any housing facility.

Secondary Functions

Archives and writes specifications for equipment purchases, renovations, new construction, etc.

Oversees the upgrading of all facilities to include compliance with ADA.

Represents the Director/Associate Vice President on all matters relating to physical facilities pertaining to housing in his/her absence.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of basic housing administration.

Knowledge of housing and university policies and procedures.

Knowledge of general maintenance procedures.

Knowledge of physical facilities including HVAC systems, fire systems, roofs, and electrical and plumbing systems.

Knowledge of crisis intervention procedures.

Knowledge of security and safety procedures.

Knowledge of computers and software packages.

Knowledge of the Americans with Disabilities Act.

Ability to analyze and prepare budgets and financial plans.

Ability to express ideas clearly, concisely and convincingly.

Ability to develop and maintain an inventory control system.

Ability to effectively counsel residents.

Ability to collect data and make decisions.

Ability to plan, assign and supervise the work of others.

Ability to read and interpret building blueprints.

Ability to coordinate work with outside contractors.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work.

Minimum Qualifications

Bachelor's degree required; degree related to facilities management, construction, custodial and/or project management preferred; five to seven years experience in the administration of building maintenance, construction, custodial and/or project management required; and three years of full-time experience supervising employees required.

March 2007

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423-439-1000

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Associate Director for Custodial Services

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40320/135270

Level 13

Position Title: Associate Director for Custodial Services

Department: Facilities Management

Expectations for All Employees

East Tennessee State University pursues its mission based upon core values. An employee's job performance must support and exhibit the university's core values:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;
RELATIONSHIPS are built on honesty, integrity and trust;
DIVERSITY of people and thought is respected;
EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;
EFFICIENCY is achieved through wise use of human and financial resources; and COMMITMENT to intellectual achievement is embraced.

Function of Position

Responsible to the Director of Facilities Management Operations for custodial services on the main and remote campuses; assuring the university community's needs and expectations are met for such services; developing and implementing policy; recruiting and training qualified staff; developing and managing budgets; ordering materials; implementing progressive discipline policy; insuring high levels of customer satisfaction; and performing other related duties as assigned.

Essential Functions

Maintains responsibility for policy direction, planning, and administrative coordination of all housekeeping services for academic, administrative, and auxiliary enterprise buildings.

Maintains responsibility for budget formulation, implementation, interpretation and periodic review of assigned units.

Implements, interprets, and complies with ETSU personnel/HR policies within assigned units.

Coordinates and interfaces with all areas of campus where housekeeping services are provided, and involves them in planning for the maintenance of their facilities.

Provides administrative direction to the supervisors and lead workers.

Oversees the proper hiring, evaluation, and training of all assigned facilities services staff, and contributes to their personal and professional development.

Ensures that customers are informed on the status of their work and maintenance requests.

Inspects buildings and makes customer contacts to assure cleanliness standards are maintained.

Schedules and assigns tasks to be implemented by the custodial workers.

Approves maintenance procedures and repairs to custodial equipment.

Coordinates special projects with custodial services, maintenance supervisors, and other departments.

Identifies and selects equipment to be used in custodial operations.

Provides guidance to staff supervisors on work-related questions.

Investigates and resolves employee concerns and problems.

Provides budget accountability.

Provides productivity and budget information for management review.

Secondary Functions

Establishes and maintains a priority system for emergency responses based upon customer needs.

Maintains an awareness of latest methods, products, and systems in housekeeping.

Attends meetings, seminars, and workshops as required.

Visits with faculty and staff members who may be experiencing a housekeeping problem.

Determines the replacement or additional equipment needs for all activities.

Oversees and verifies the reporting of timesheets and other employee records.

Oversees and monitors custodial training sessions.

Ensures that necessary equipment and supplies are available.

Approves or disapproves leave requests.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of care and maintenance of equipment and tools.

Knowledge of the principals and methods of supervision.

Knowledge of human resource principles, policies and procedures.

Knowledge of the work performed and housekeeping methods utilized by staff with the areas of responsibility.

Ability to supervise employees.

Ability to communicate effectively.

Ability to plan, organize, assign, supervise and inspect the work of others.

Ability to evaluate situations and make decisions.

Ability to express ideas clearly, concisely, and convincingly.

Ability to establish and maintain an effective working relationship with the students, the public and other employees.

Ability to use custodial software for scheduling and estimations.

Ability to implement progressive discipline when necessary.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Supervises classified employees.

Minimum Qualifications

Bachelor's degree and five years progressively responsible management experience in housekeeping, environmental services or a related area, OR an associate's degree and seven years progressively responsible management experience in housekeeping, environmental services or a related area; three years experience in a supervisory position.

July 2011

Assistant Director, Facility Maintenance

This is a job description. It does not necessarily indicate that this position is open for employment. View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/230540

Level 12

Position Title: Assistant Director, Facility Maintenance

Department: Physical Plant

Expectations for All Employees

East Tennessee State University pursues its mission based upon core values. An employee's job performance must support and exhibit the university's core values:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;

RELATIONSHIPS are built on honesty, integrity and trust;

DIVERSITY of people and thought is respected;

EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

EFFICIENCY is achieved through wise use of human and financial resources; and COMMITMENT to intellectual achievement is embraced.

Function of Position

Responsible to the Director of Physical Plant Operations and Campus Planning for planning, organizing and directing the maintenance and operation of buildings to include the electrical and mechanical systems involving air conditioning, heating and ventilation, and associated utilities as well as the maintenance and operation of building utility systems involving domestic and chilled water, electricity, gas, painting, preventive maintenance, storm and sanitary sewage; ensuring responsive, timely and thorough responses to the needs of the university community; providing emphasis of cooperation and liaison with the university as a service organization; and performing other related duties as assigned.

Essential Functions

Plans, organizes and directs the maintenance and repair of all academic, administrative, housing and auxiliary buildings and structures.

Standardizes material and equipment.

Directs the maintenance and operation of the building utility distribution system involving chilled and domestic water, electricity, gas, steam, painting, preventive maintenance, and carpenter shops.

Supervises the powerhouse and chiller plant.

Engages, plans and schedules subcontractors to assist in maintenance, repair and construction requirements and conducts inspections.

Walks through buildings with local and state inspectors as needed.

Observes and inspects work while in progress and when completed to insure that specific codes and regulations are followed, materials and equipment are used properly, schedules are met and work is performed according to plan.

Maintains communications between administration and employees.

Coordinates and monitors contracted maintenance projects.

Responds to emergency calls during non-business hours and determines corrective measures.

Inspects work performed by outside contractors to insure conformance with project specifications.

Provides leadership for craft supervisors.

Directs and monitors the quality of maintenance and repair work, and evaluates the performance of maintenance staff through periodic inspections.

Supervises maintenance issues at Shellbridge.

Ensures completion of maintenance repair and renovation jobs in accordance with established standards.

Provides leadership to the craft supervisors.

Assists engineers design phase of campus SBC projects.

Assists in the supervision of the zones maintenance activities.

Translates building user's desires into mechanical requirement and directs system in performance by updating variables on the Metasys controller.

Secondary Functions

Serves on university search committees.

Attends meetings for projects and other related activities.

Maintains knowledge of new construction practices, codes and standards.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of emergency maintenance and repair strategies.

Knowledge of preventive maintenance methods.

Knowledge of electrical codes and OSHA/TOSHA standards.

Knowledge of electrical, heating and cooling systems.

Ability to plan and estimate building and maintenance costs.

Ability to communicate effectively.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Provides leadership to the craft supervisors and classified employees.

Minimum Qualifications

Bachelor's degree in construction or maintenance related curriculum preferred; fifteen years experience practicing in maintenance or related fields and five years of supervision of maintenance may be substituted for the degree; must have knowledge of electrical codes, maintenance management, and OSHA/TOSHA standards as they relate to the construction and maintenance field; knowledge of energy management system operation; Metasys experience preferred.

March 2007

Customer Services Manager

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40300/238560

Level 12

Position Title: Customer Services Manager

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Director of Facilities Management Operations for resolving any issues related to work orders; scheduling work; maintaining the software system for work orders; developing reports and advising departments on customer service surveys and PIE; gathering and presenting data related to work orders and production hours; and performing other related duties as assigned.

Essential Functions

Monitors day to day operation of TMA work order system.

Creates and distributes work orders to the shops.

Closes work orders once they have been completed.

Answers and responds to maintenance incoming calls concerning maintenance issues and scheduling of work.

Schedules work on maintenance and renovation projects.

Expedites work orders and responds to customer scheduling requests.

Provides weekly and monthly maintenance reports to management and shops.

Enhances the utilization of the work order system in the daily operation of the shops and as a customer service tool.

Conducts weekly building inspections to check for Life Safety, ADA, and regular maintenance issues.

Develops and updates yearly painting schedule for buildings.

Assists with the Planning and Institutional Effectiveness process.

Coordinates contractors for various projects.

Secondary Functions

Assists with planning/scheduling for camps, conferences, and athletic events.

Assists with planning/scheduling of minor campus remodeling/renovation projects.

Monitors and reviews monthly and yearly budget expenditures.

Tracks maintenance requests looking for trends and call backs.

Checks blueprints for accuracy.

Resolves design and construction issues that arise during the life of a projects.

Orders signage campus wide.

Coordinates the replacement of flooring throughout campus.

Updates building files on TBR website for Capital Maintenance Projects.

Obtains bids from contractors and suppliers and evaluates if cost is reasonable.

Coordinates and monitors contracted projects to insure work conforms to the drawings, specifications, and industry standards.

Orders materials for various projects.

Performs searches for information and materials including deed, aerial photographs, site plans, tax maps, etc., at city and county offices.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of general maintenance functions.

Knowledge of job order costs system.

Knowledge of superior customer service skills.

Ability to develop and implement a preventive maintenance program.

Ability to plan and schedule the work of others.

Ability to maintain a filing system.

Ability to keep records and make reports.

Ability to work with computer programs.

Ability to communicate effectively.

Supervision Given and Received

Determines own method of completing assigned work. Supervises classified employees.

Minimum Qualifications

Bachelor's degree in construction, engineering technology, business, computer technology or related field required or a combination of a bachelor's degree and ten years experience in facilities management; demonstrated experience with computerized database or work order system; and five years related experience.

October 2010

Maintenance Manager

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 61610/233860

Level 12

Position Title: Maintenance Manager

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Assistant Director, Facility Maintenance, for managing all maintenance functions for the Campus Utility Systems on campus; assists Assistant Director in the supervision of the maintenance operations personnel, and the maintenance of building systems in all university buildings; and performing other related duties as assigned.

Essential Functions

Supervises Powerhouse and Preventive Maintenance personnel.

Maintains and manages all regulatory compliance for Title IV.

Manages Energy Management Systems and coordinates repairs and upgrades.

Monitors the quality of maintenance and repair work and directs and evaluates the performance of maintenance staff through periodic inspections.

Ensures completion of maintenance repair and renovation jobs.

Assists maintenance staff on specific jobs to facilitate their training.

Develops and maintains a work order receiving, dispatching and control system.

Prepares work schedules for P.M. Maintenance employees.

Receives work requests, ranks them in response priority, assigns jobs to specific employees, and contacts originator with anticipated work completion date.

Ensures compliance with all applicable safety regulations, building codes and safety requirements.

Observes and inspects work while in progress and when completed to insure that specific codes and regulations are followed, materials and equipment are used properly, schedules are met, and work is performed according to plan.

Directs work performed by outside contractors to insure conformance with project specifications.

Prepares and maintains written records of work performed and completed and accounts for labor and material used for repairs and upgrades.

Reviews job orders, blueprints, specifications and visits, as required, the projects site to determine dimensions, materials and labor required to complete the project.

Maintains appropriate cost records and reports.

Requisitions material and equipment necessary for the renovation or repair and maintains adequate supply of spare parts.

Conducts performance appraisals of maintenance staff and provides on-the-job training and orientation.

Conducts periodic inspections of university buildings and utilities systems.

Assists in the development of the building preventive maintenance.

Responds to emergency calls during non-business hours and determines corrective measures.

Secondary Functions

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of applicable codes and standards. ASHRE, ASME, IBW, IBC, NEC.

Knowledge of university, College of Medicine and Veterans Administration Medical Center policies.

Ability to communicate effectively.

Ability to prioritize work, and plan and coordinate activities.

Ability to function independently.

Ability to interact effectively with external constituents.

Ability to make timely decisions.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Supervises classified employees.

Minimum Qualifications

Associate degree in an engineering discipline or associated discipline required; 10 years experience in the building trades required, including five years of experience in maintenance supervision; extensive experience is required in energy management systems including pneumatics and HVAC plant operations; HVAC control repair experience, supervisory experience, and preventive building maintenance experience are required.

November 2005

Manager of Custodial Services

This is a job description. It does not necessarily indicate that this position is open for employment.
View current job openings using the [eJobs](#) link.

Index/Position No.: 40320/133520

Level 7

Position Title: Manager of Custodial Services

Department: Facilities Management

Expectations for All Employees

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Function of Position

Responsible to the Associate Director of Custodial Services for supervision, planning and operation of university custodial services; and performing other related duties as assigned.

Essential Functions

Inspects buildings and makes customer contacts to assure cleanliness standards are maintained on a monthly basis.

Schedules, assigns tasks to be implemented by custodial workers, and verifies work when completed.

Interviews and recommends hiring temporary and regular employees.

Evaluates and recommends maintenance procedures and repairs to custodial equipment.

Coordinates special projects with custodial services, maintenance supervisors and other departments.

Evaluates and selects equipment to be used in custodial operations.

Provides guidance to staff supervisors on work-related questions.

Investigates and resolves employee concerns and problems.

Manages budget through monitoring, labor hours, overtime hours, and supply usage.

Conducts monthly evaluations (as needed) and yearly evaluations for department in allotted time frame.

Secondary Functions

Oversees and verifies reporting of timesheets and other employee records.

Oversees and monitors custodial training sessions.

Insures that necessary equipment and supplies are available.

Approves/disapproves employee leave requests.

Sets-up new files for new employees.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of the materials, methods, and equipment used in custodial work.

Knowledge of the care and maintenance of equipment and tools.

Knowledge of the principles and methods of supervision.

Ability to plan, organize, assign, supervise and inspect the work of others.

Ability to evaluate situations and make decisions.

Ability to express ideas clearly, concisely, and convincingly.

Ability to establish and maintain an effective working relationship with the students, the public and other employees.

Ability to use custodial software for scheduling and estimations.

Ability to follow up on assignments in a timely manner until completion of assignment.

Supervision Given and Received

Performs under general supervision. Determines own methods of performing assigned work. Supervises classified employees.

Minimum Qualifications

Bachelor's degree required; three years supervisory experience.

June 2012

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