

Payroll Title: UCP VI  
Class Code: 0613-9086  
Job Family: FAC  
FLSA Code: E  
Score: 529

## **CHEMISTRY BUILDING SERVICES MANAGER**

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### **JOB SUMMARY**

Under the general direction of the Chemistry Department Head, provides construction, renovation and maintenance services for the Chemistry building, including offices, labs and teaching/research facilities. The Building Services Manager will be the primary liaison between building occupants and building maintenance/service personnel at the Storrs Campus. The candidate must understand both building systems and the building programs and the impacts of each upon the other. The incumbent will ensure the protection of programmatic interests during the course of necessary maintenance and repairs to the building's infrastructure.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

1. Supervises and coordinates activities of maintenance staff and student workers engaged in maintenance and construction activities such as carpentry plumbing, electrical wiring, painting and other construction/maintenance activities.
2. Is responsible for regular maintenance and repair of Chem. building utility systems such as heating, ventilation, plumbing, and for regular structural maintenance.
3. Designs and plans renovation activities which may be complex, to meet specific department or research needs or to correct building problems, requiring and understanding of structural design and department needs.
4. Is responsible for all phases of renovation/modification projects from initial plans to final completion, including purchase of materials, contact with other university offices/outside vendors, scheduling of work, supervision, modification of original plan and follow up to resolve any problems that arise.
5. Provides expertise and makes recommendations regarding feasibility and cost effectiveness of requested renovations or modifications.
6. Monitors condition of building and develops schedule for routine maintenance including coordinating access to spaces for service personnel including the condition of the loading dock.

7. Responds to emergencies and facilitates emergency repairs in a timely manner on a round the clock basis.
8. Serves as liaison to fire & police departments, facilities department, buildings and grounds, transportation, and any others as needed to facilitate responses to emergencies and safety issues.
9. Manages and develops preventive maintenance schedules and contracts
10. Purchases all materials and supplies for maintenance and renovation projects; maintains standing orders with vendors.
11. Serves as troubleshooter for problems that arise regarding safety of building or laboratory facilities.
12. Assists with building events and sundry activities such as moves and equipment deliveries and installation.
13. Serves as member of Safety Committee.
14. Responsible for building security
15. Serves as contact with physical plant on projects that require mutual work.
16. Performs related duties as required.

#### MINIMUM ACCEPTABLE QUALIFICATIONS

1. Five to ten years experience and demonstrated skill in a variety of trades including carpentry, plumbing, electrical and a broad knowledge of mechanics
2. Supervisory ability
3. Sound knowledge of structural design.
4. Ability to work with faculty.

#### PREFERED QUALIFICATIONS:

1. The candidate must have strong communication skills and superior organizational skills.
2. Sound knowledge of laboratory building infrastructure systems.
3. Good computer skills