

Facilities Supervisor - 3rd Shift Worcester Polytechnic Institute

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Posted Jul. 22, 2020, removed Sep. 1, 2020

Job Title	Facilities Supervisor - 3rd Shift
Department	
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jul. 22, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities Operations
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Job Description

JOB TITLE

Facilities Supervisor - 3rd Shift

LOCATION

Worcester

DEPARTMENT NAME

Buildings & Events

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Summary

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Supervises Facilities Staff this includes custodial, trades, grounds and outside contractors. Assists in all aspects of facilities maintenance in properties own by WPI. Responses for all emergency calls on shift and determines if additional staffing is needed. Oversees snow removal and event support.

JOB DESCRIPTION

Responsibilities:

- * Directs and prioritizes daily duties of third shift staff. Oversees the 3rd shift facilities operation and makes decisions regarding various maintenance issues, including the need to call-in additional staffing. Manages events and projects taking place on campus.
- * Maintains records and logs in a number of facilities based software solutions. In charge of maintaining in inventory of supplies related to facilities operations. Conducts quality inspections of all assigned work on a nightly basis. Assures adherence to all WPI policies.

Requirements:

- * Associates Degree in Business Management or 4 years of Supervisory experience in a related facilities operation.
- * Excellent communication skills, ability to provide outstanding customer service to the diverse members of the WPI Community.
- * Valid Driver License.
- * Knowledge and ability to operate Microsoft Office.
- * Ability to learn new software related to facilities operations and information tracking

- * Knowledge of buildings and facilities operations

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. We are seeking individuals with diverse backgrounds and experiences who will contribute to a culture of creativity and collaboration, inclusion, problem solving and change making.

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To apply, visit: [url=https://apptrkr.com/1962914]https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Facilities-Supervisor---3rd-Shift_R0000991

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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