The University of New Haven’s Facilities Department invites applications for a **third shift supervisor**. The successful candidate will be expected to manage a comprehensive site wide facilities operations maintenance program. Supervise the day to day activities of the Maintenance Department including the maintenance and repair of the site facilities, equipment and buildings. Position is responsible for supervisory duties which include administering maintenance programs, training, and detailed completion of all associated documentation, including equipment history logs, parts inventory & purchasing, work order reports, scheduling, and safety observations and reports. Assign work as appropriate to both employees and external contractors and administer technical training programs as appropriate. This position is responsible for supervising the work of licensed and unlicensed mechanics, and contractors. As the senior representative for Facilities during third shift, this position will also have responsibility for oversight of all Facilities services including but not limited to custodial, facilities management and building operations. Position will act as “first responder” to triage off design facilities conditions as well as act in support in other campus emergency conditions. The Supervisor will provide and allocate resources to keep the equipment and facilities operating as designed.

**Required Qualifications:** 5 -10 years of progressive facilities operations and building maintenance experience including supervisory experience ideally in a higher education capacity. Must have thorough knowledge of building systems maintenance including HVAC, fire protection, lighting, compressed air, and waste systems. Must have knowledge of and operating experience with computerized building automation systems

**Expectations & Requirements**

- Act as senior Facilities representative on campus during shift assignment. Responsible for all of operations including supervision and management of all trade and technical staff, contractors and technicians.

- Assure the continuous maintenance support of all site facilities, equipment and buildings during shift assignment, utilizing trade staff (mechanics, technicians, electricians, custodians and laborers), as well as clerks, planners, outside and interdepartmental resources.

- Provide oversite of the building management system for monitoring operations and early warning and response to “off design” conditions. In addition will be a first responder as Facilities representative to any campus emergency.

- Maintain complete documentation for all work performed including work hours, equipment history logs, training, maintenance manuals, work orders and inventory.
• Assess all work requests to determine scope of work and provide required direction relative to materials, equipment, staff, and time for execution of work to complete the job.

• Administer and audit the performance of preventive maintenance in order to maintain equipment in optimal condition. Maintain clear and accurate electronic records in the Computerized Maintenance Management System (work orders system).

• Responsible for setting work priorities of staff based on risk assessment and input from Manager of Operations and user groups.

• Maintain complete documentation for all work performed including work hours, equipment history logs, training, maintenance manuals, work orders and inventory.

• Responsible for initiating and preparing documentation for all maintenance for projects including commissioning of facilities, systems, and equipment.

• Recommend changes to procedures for operational and/or reliability improvements.

About the University of New Haven:
The University of New Haven is a private, top-tier comprehensive institution recognized as a national leader in experiential education. Founded in 1920 on the campus of Yale University in cooperation with Northeastern University, UNH moved to its current West Haven campus in 1960. UNH provides its students with a unique combination of a solid liberal arts education and real-world, hands-on career and research opportunities. The University enrolls approximately 6,400 students, including nearly 1,800 graduate students and more than 4,600 undergraduates— the majority of whom reside in University housing.

How To Apply: Qualified candidates should submit a cover letter and resume and three professional references to hrdept@newhaven.edu. Please reference Search#20-06M in the subject line of the email to help ensure proper delivery. You may also mail this information to:

Search #20-06M
University of New Haven
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