Title: Emergency Building Maintenance Superintendent 1  

Pay Scale Group: 97J

Essential Function

Under general supervision from a designated supervisor, provide emergency maintenance support for all campuses (excluding Raymond Walters and Clermont Colleges).

Characteristic Duties

1. Monitor alarms and respond to emergency maintenance calls from dispatch, including emergency elevator calls.
2. Act as lead worker for all trades as required on emergency calls.
3. Diagnose nature of emergency and develop a quick solution in order to mitigate damages.
4. Conduct on the job training.
5. Keep abreast of campus buildings and systems.
6. Maintain documentation to support emergency maintenance operations (e.g., location of equipment logs, areas served, call-in numbers, etc.).
7. Work in collaboration with alarm techs and Cincinnati Fire Departments on fire alarms.
8. Assist faculty, staff, and students with non-emergency maintenance calls.

Unusual Working Conditions

- Work evenings, weekends and holidays. Work outside in all weather conditions. Work with and near potentially dangerous equipment (may be exposed to dirt, dust, fumes, high voltage, and high pressure steam).

Minimum Qualifications

- Must have an approved certificate from an accredited related apprenticeship program and four years related work experience following the apprenticeship program, including one year supervisory experience; or high school diploma and six years related work experience, including one year supervisory experience. Must have an EPA refrigerant certification. Must also have a current valid driver's license with acceptable driving record.

Last updated: April 2016