



Office of Human Resources
125 College Drive
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www.caspercollege.edu

Education for a Lifetime...

Casper College employees:

- * *Promote personal, professional and academic growth of the entire college community*
- * *Provide open access and affordability*
- * *Enhance a culture of trust, respect, and open communication among all participants*
- * *Encourage diversity of thought, culture and experience*
- * *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- * *Provide service to community*
- * *Embrace accountability and responsibility*
- * *Foster and maintain an enriching campus environment*
- * *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Buildings Maintenance Supervisor Position Opening

The building maintenance supervisor is responsible for planning, coordinating and directing all daily activities related to the maintenance, preventive maintenance, repair and installation of the systems and associated equipment and buildings on the college campus; assumes overall responsibility for facilities operations in absence of the director.

Responsibilities Include:

- Departmental budget, approximately \$250,000/year
- Supervision of approximately 15 employees
- Equipment necessary to perform functions of the department
- Campus buildings (28) and all associated mechanical, electrical and architectural items
- All mechanical and electrical functions within the campus (200 acres)

Duties Include:

- Schedule and direct the activities of the building maintenance personnel, including carpenters/locksmiths, plumbers, electricians, painter, HVAC and other trades
- Emphasize safety and safety training to promote a safe work environment
- Preventive maintenance/predictive maintenance schedules throughout department at all levels through the computerized maintenance management software
- Research and submit cost for materials, equipment and supplies for the department; maintain equipment and inventory records using maintenance management software
- Responsible for overseeing of the hiring, evaluation, training and professional development of all staff in the department
- Arrange for after hours and emergency services as necessary and as directed by the Director Facilities Operations
- Arrange, schedule and coordinate the activities of outside contractors for projects outside the department's capabilities

Qualifications

- Minimum five years supervisory and management experience in construction, engineering and/or building maintenance; bachelor's degree in management, engineering or related field desirable
- Demonstrated ability to establish and maintain effective working relationships with diverse constituencies
- Accomplished written and oral communication skills
- Must have the capability to plan, coordinate, analyze, execute and document specific administrative and management functions
- Computer proficiency is required, and background in CMMS preferred
- Valid Wyoming driver's license (or ability to obtain) and good driving record

To apply please submit:

- Completed Casper College applicant data/release form
- Letter of interest addressing specific qualifications for position requirements
- Current resume and copies of college transcripts
- List three references showing relationship and complete contact information

Announcement date: January 6, 2010

Applications accepted until: February 25, 2010

Starting date: April 1, 2010

Salary: commensurate with education and experience (hiring range \$55,000 to \$69,000)

Note: This position works full-time, 12 months of the year and is eligible for full benefits