

The Southern Baptist Theological Seminary



Position Description

Position Title: Housing Inspector I

Department: Student Housing

Position Code: G0428

Date Prepared: 2/3/17

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Housing Inspector I will work to keep Southern Seminary's housing units in prime, living condition and create initiatives to improve the on-campus experience of current residents and guests.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Evaluate the damages and charges required for returning the apartment or residence hall to its pre-resident condition
- Keep project companies on schedule
- Keep Southern Seminary's housing units in prime, living condition
- Contact appropriate companies for various maintenance tasks
- Hold all contracted companies to a high and consistent standard
- Conduct thorough inspections
- Provide detailed work orders
- Inspect final product of all labor done in apartments and dorms
- Inspect apartments and dorms
- Maintain housing documents
- Keep laundry coin machines stocked with quarters
- Help Housing Director and Housing Manager with projects of research and development
- Answer all emergency phone calls when "on call"
- Assist Inspector with ongoing projects

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have some college completed.

EXPERIENCE:

The person in this position should have some experience in an office environment, be familiar with Microsoft Office (especially Excel), and have experience in maintenance or construction.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Inspector, Assistant Manager and Director of Student Housing.

WORK ENVIRONMENT:

The person in this position in a variety of settings including but not limited to an office environment, apartments, dormitories, suites, and any other portion of the property managed by Student Housing (i.e. basements, laundry facilities, storage lockers, etc.)

EQUIPMENT:

The person in this position will use the following equipment: Microsoft Office, various cleaning supplies, hand trucks/dollies, iPad, email, calendar, and housing related software.