



Where
thought
leads.

Multi-Craft Supervisor

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,875 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford College invites applications for **Multi-Craft Supervisor**. The Multi-Craft Supervisor will oversee a crew of eight people responsible for carpentry, electrical and painting on Wofford’s campus. This is a working supervisory role in which the candidate will need knowledge in each of those areas. Working hours are 7 a.m.-4 p.m., Monday through Friday.

RESPONSIBILITIES

- Daily responsibilities of the crew.
- Assigning and completing daily work orders that come in through our online work order management system.
- Working with other Supervisors in the department on situations that may arise during the day or small projects that are happening within the management of facilities.
- Working with other staff and professors across the campus on daily and long-term needs.
- Responsible for managing small renovation projects around campus.
- Responsible for daily office items such as approving payroll time of the crew, attendance, leave, etc.
- Working with outside companies for outsourced items. Examples include high-voltage electrical work, campus power outages, outside painting crews, outside carpentry companies, etc.
- Working with our fire monitoring system and the company that handles this for our campus.
- Working at times with elevator companies.
- Responsible for making and maintaining keys.

QUALIFICATIONS

Knowledgeable and confident in the following areas:

- Carpentry, including doors, windows, roof types, building materials and equipment.

- Reading blueprints.
- Electrical, including low- and high-voltage.
- Painting.
- Some computer knowledge, as the position requires work within our work order system and campuswide business working system.
- Some lifting will be required.
- Some work at heights.
- Help identify, put together costs and implement improvements to areas where needed.
- Taking pride in work as well as the work of the crew.

APPLICATION PROCESS

Resumes should be submitted to Bill Littlefield at littlefieldwd@wofford.edu with the subject line **Multi-Craft Supervisor**.

EEO STATEMENT

Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford's Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.