

**TEXAS STATE TECHNICAL COLLEGE  
JOB DESCRIPTION**

**Title:** Supervisor Housing & Dormitories  
**Reports To:** Vice President Administrative Services  
**Position Code:** SHAD  
**Department:** Assigned  
**EEO Type:** SM

**Effective Date:** 09-20-82  
**Revision Date:** 01-30-04  
**Pay Grade:** E  
**FLSA:** Exempt  
**ORP Elig:** N

**A. General Description:**

The Supervisor-Housing and Dormitories, a line position, is responsible for the planning and coordination of an effective maintenance and repair program for housing and dormitory units. Reports to the Vice President Administrative Services.

**B. Duties and Responsibilities:**

a. **Essential Functions**

Directs and oversees the Department of Student Housing.

Supervises and maintains permanent records on all housing and dormitory units to include current data as to units occupied, units vacant, rental rates, and the status of housing and dormitory furniture.

Assigns dorms to students.

Maintains an inventory control of all family housing and dormitory furniture.

Supervises registration of housing students.

Assists in maintaining a preventive maintenance program for all housing and dormitory units.

Assures payments by tenants for charges of repairs.

Coordinates with the Business Office on rental receipts and rental affairs.

Reviews departmental purchase status reports.

Maintains schedules of housing and dormitory rental rates and charges.

Maintains maximum occupancy of family housing units.

Prepares initial annual operating budget.

Supervises and evaluates assigned personnel.

b. **Other Responsibilities**

Develops and implements policies and procedures for the operation of the housing and dormitory section.

Makes budget recommendations.

Conducts inspections of dorms on a weekly basis.

Prepares requisitions for supplies, materials, and equipment in accordance to approved procedures.

Inspects apartments as students clear.

Performs other related duties as assigned.

C. **Working Conditions:**

Restricted: Sustained posture or intense attentiveness for prolonged periods. Light lifting (less than 30 lbs.), some walking, pushing, and pulling on a regular basis. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. **Required Qualifications:**

Knowledge of accounting and business matters.

E. **Minimum Requirements of Education and Experience:**

Bachelor's degree from an accredited college or university.

Two years of related experience.

Approved \_\_\_\_\_  
Supervisor

