

Supervisor, Building Services

FLSA Status: Non-Exempt

Pay Grade: 8

Job Title ID: 281502

Job Series/Job Family: College Operations / Campus Manager Family

Reports To

Campus Manager

Job Purpose

To supervise the activities of building attendants, maintaining custodial supplies, and planning work assignments and employee schedules.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Plans and directs special projects, such as moving furniture and equipment, floor maintenance, and carpet cleaning.
2. Inspects building for overall cleanliness and ensures adherence to prescribed methods of contract.
3. Conducts inventories, makes recommendations for purchasing custodial supplies, and prepares purchase requisitions for supervisor's approval.
4. Orients new employees, and provides on-the-job training for current employees, including demonstrating equipment and cleaning supplies proper use.
5. Assists other building attendants with cleaning tasks.
6. Prepares and coordinates the building services departments' annual operating budget.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Custodial and maintenance tasks and procedures.
- Custodial and maintenance safety standards and requirements.
- Supervisory principles, practices, and methods.
- Concepts and techniques of on-the-job training.
- Personnel, procurement, and budgeting practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Using custodial cleaning equipment, hand tools, carts, and dollies.

Computer Skills

Required

- Demonstrated proficiency using standard office equipment.

Physical Requirements

Required

- May be exposed to hazardous chemicals, inclement weather, and/or varying temperatures.
- May be subject to standing, walking for long periods of time, climbing, sitting, bending, reaching, kneeling, stooping, and crouching.
- Routine lifting of objects up to 50 pounds.
- Work may be performed in both internal/external environments.

Work Experience

Required

- Three years work experience in facilities maintenance including one year supervisory experience.

Preferred

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Education

Required

- High School diploma or equivalent.

Preferred

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Other

Preferred

- Knowledge of custodial safety manuals and Material Safety Data Sheets (MSDS).

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.