Job Description: Building Services Manager

Job Title: Building Services Manager
Department: Physical Plant
Reports To: Assistant Director of Services, Physical Plant
Group/Grade: Campus Services IV, Grade 4
Status: Full-time, Non-exempt
Job Code: 1-07003-30-CS4-04

Summary

This position exists to provide leadership and assistance to the custodial staff who work first, second or third shift.

Essential Duties & Responsibilities

1) Prioritize, arrange and adjust work schedule for self and others to meet daily needs, including special setups, to provide efficient custodial services.
2) Train workers in the use of equipment, materials and methods necessary to perform their duties.
3) Perform administrative responsibilities by helping formulate plans for the custodial team, recommending changes in personnel and equipment as needed, and submitting written reports and inspections as required to ensure efficient custodial operations.
4) Supervise custodial staff and student workers by assisting in interviewing, new employee orientation and training, completing documentation to satisfy staffing needs.
5) Take inventory of all supplies to ensure that workers have the necessary supplies and equipment to perform their duties.
6) Inspect regularly all equipment for defects, make minor repairs when possible, and report any necessary major repairs or replacements to Assistant Director of Services to ensure all equipment is in working order.
7) Attend and/or conduct meetings, lectures and training classes.
8) Assist other Plant staff as needed.

NOTE: Other duties may be assigned.

Supervisory Responsibilities

Supervises the work of Building Services Supervisors

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty
satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education &/or Experience
This position requires a high school diploma or general education degree (GED), or a one-year certificate from a college or technical school. It requires multiple years of on-the-job training or apprenticeship. The position requires three to five years of related experience. It requires knowledge of specialized practices, systems or procedures. Supervisory experience required.

Communication Skills
This position requires the ability to greet callers and visitors, answer questions about the college, and employ good communication skills and tact. Proofread correspondence for spelling, grammar, and content errors. Read blueprints, diagrams and/or schematics. May occasionally handle some confidential information.

Complexity
The position requires the ability to carry out detailed written/oral/diagram form instructions. Deals with standardized situations involving several variables.

Accountability
This position has the authority, if approved, to take action or make recommendations that will affect procedures, processes, and practices involving customers or employees within the same department.

Decision Making/Judgment
This position regularly requires independent judgment in setting priorities and organizing work to accomplish results. Some of the responsibilities of this position are performed in accordance with existing procedures and instructions. The position has the authority to take action or make recommendations that, if approved, will affect procedures, processes, and practices involving customers or employees within the same department.

Working Relationships
The position requires regular participation with employees or customers, deals with items of a routine nature with occasional supervision. Participants use information and expertise to influence outcomes and solve problems.

Other Skills & Abilities
1) Ability to understand and clearly communicate to employees the importance of clean and sanitary facilities.
2) Ability to work independently or on a team.
3) Ability to work on call in an emergency.
4) Ability to take self-initiative with good judgement.

Physical Demands/Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position requires exposure to potentially hazardous or unpleasant conditions and/or physical effort of some duration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1) Walking or standing.
2) Lifting and/or carrying objects weighing 5-20 lbs.
3) Lifting and/or carrying objects weighing more than 20 lbs.
4) Pushing or pulling of carts, dollies, and the like.
5) Climbing ladders, scaffolding and the like.
6) Working in an area that is somewhat uncomfortable due to drafts, noise, temperature or the like.
7) Working in an area that is very unpleasant because of extreme temperatures, noise levels, odors, or other.
8) Working with equipment or performing procedures where carelessness would probably result in minor cuts bruises, or muscle strains.
9) Working with chemicals or other substances where extreme caution is required to avoid illness or injury.
10) May operate heavy equipment and/or perform other extremely hazardous duties.