Job Description: Building Services Supervisor (Off Campus & Outer Buildings)

Job Title: Building Services Supervisor (Off Campus and Outer Buildings)
Department: Physical Plant
Reports To: Building Services Lead Supervisor
Group/Grade: Campus Services III, Grade 3
Status: Full-time, Non-exempt
Job Code: 1-07003-30-CS3-03

Summary

This position is responsible for the cleaning and maintenance of 2041 Raybrook, Mail and Print Services Building, Service Building, Ladies Literary Club, Bunker Study Center on Lake Drive, Flat Iron Lake Biology Center, Camp Waltman Lake, two Project Neighborhood houses and four rental houses. Other duties as assigned.

Essential Duties & Responsibilities

1) Clean and maintain assigned academic facilities by daily inspecting buildings; vacuuming, sweeping and/or mopping floors; dusting; and replacing extinguished light bulbs; servicing/sanitizing all restrooms and removing trash and recyclable items as directed to ensure cleanliness and safety of facilities.
2) Clean and maintain public facilities as needed and outline above.
3) Clean and maintain houses as needed, particularly between rentals. Assist renter and occupants as requested.
4) Maintain building security by unlocking building at designated times and locking the building and securing all doors at the end of the day to ensure building is open during designated hours.
5) Assist in the set-up and take down for special events to provide timely and comfortable facilities for special events with minimal disruption.
6) Provide services and supplies for faculty and staff in area and respond to repair requests to ensure custodial needs are met.
7) Maintain supplies and equipment by taking inventory and restocking supply closets and cleaning and/or maintaining equipment. Maintain storage and custodial rooms by regularly cleaning and organizing rooms.
8) Assist in moving furniture and office equipment as needed to facilitate moving process.
9) Participate in other administrative responsibilities by supervising student employees; making
recommendations for any changes and improvements needed; and submitting work requests as needed to contribute to the efficient operations of department.
10) Directly responsible for training new employees and student employees.
11) Be available to others, particularly the Shipper/Receiver, who may need assistance or have comments or suggestions as necessary to demonstrate a commitment to quality service and to continually improve services.

**Supervisory Responsibilities**

This position may supervise student employees.

**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 diploma or general education degree (GED) or a one-year certificate from a college or technical school. Requires multiple years of on-the-job training or apprenticeship. The position requires three to five years of related experience. Requires knowledge of specialized practices, systems or procedures. Experience with pool cleaning and maintenance helpful. Commercial cleaning and supervisory experience required.

**Communication Skills**

The 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 instructions. Deals with standardized situations involving occasional variables.

**Accountability**

The 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**

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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.

Other Skills & Abilities
1) Ability to communicate with a variety of people.
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.