JOB DESCRIPTION

(Classified Employees)

Job Title: Building Services Supervisor          Date: June, 2000
Job Code: 1608

Statement of the Job

Employee performs custodial and grounds care duties for several University buildings and facilities. A minor portion of the employee’s time is spent supervising other regular employees. General assignments are received verbally or in writing from the employee’s supervisor. Employee exercises judgment and initiative in resolving problems directly under the employee’s control.

Duties of the Job

*1. Performs all duties of a Building and Grounds Maintenance Worker when necessary.
*2. Maintains effective working relationships with staff in assigned areas and with facility users.
*3. Supervises other regular employees during a minor portion of time; duties include planning, assigning and scheduling work, training personnel in proper methods and procedures, and recommending employees for discipline, termination or retention.
*4. Requisitions, issues and is responsible for equipment, materials and supplies and, as appropriate, University vehicles.
*5. Assists in teaching and enforcing safety regulations.
*6. Maintains database and other records of and submits reports on personnel and material as required.
*7. Maintains an inventory of all building furnishings, recommending replacement or refurbishing, and oversees furniture or equipment needed for conference or meeting room events.
*8. Communicates with facility users and supervises set-up and take down for all meeting room events, including supplying needed equipment.
*9. Oversees use of storage areas.
*10. Works with cleaning chemicals and understands safety data sheets for those chemicals.
*12. May be responsible for building security including locking, unlocking and checking buildings, and reporting security or maintenance problems to the proper authority.
*13. May perform minor maintenance jobs not requiring a skilled tradesperson.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.
## JOB SPECIFICATION

(Classified Employees)

**Job Title** Building Services Supervisor

**Job Code No.** 1608

**Wage Grade** P

**Total Points** 390

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<tr>
<th>FACTOR</th>
<th>DEGREE</th>
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| 1. Knowledge and Skills  
Ability and knowledge to perform complex, difficult tasks.  
A valid operator's license is required if operating motor vehicles. | 4 | 144 |
| 2. Effort  
I. Mental and Visual  
Continuous, concentrated mental and visual effort to plan and perform complex work. | 4 | 32 |
| II. Physical Effort  
Heavy physical exertion. | 4 | 40 |
| 3. Responsibility for Cost Control  
Damage or waste is possible but normal care will prevent loss. | 2 | 16 |
| 4. Responsibility for Others  
I. Injury to Others  
Sustained high degree of care and awareness required to prevent physical injuries. | 4 | 32 |
| II. Supervisory Responsibility  
Assigns, reviews and checks work of regular employees during a major portion of the time; or supervises regular employees, including making recommendations about personnel actions. | 4 | 32 |
| III. Sensitive Information and Records  
Significant discretion in creating, processing and controlling highly sensitive information. | 5 | 40 |
| 5. Working Conditions  
Frequent exposure to several adverse stimulations or to one which is particularly disagreeable. | 3 | 30 |
| 6. Responsibility for External and Internal Relations  
Considerable external and/or internal contacts to carry out responsibilities. | 3 | 24 |