

# Classification Specification: Zone Building Supervisor

Classification Number: 42131 Pay Grade: 27  
Effective Date: December 28, 2018 Current Exemption Status: Nonexempt

## Position Summary

Under the general supervision of the Sr. Zone Building Supervisor, coordinates the work flow of maintenance and custodial activities and staff by planning, assigning and supervising team member duties to ensure that their activities are meeting departmental goals. Supervises and evaluates full-time staff and hires, trains and schedules student help. Approves time off requests. Maintains supply inventory for the maintenance and custodial areas and orders supplies as needed. Performs maintenance and custodial tasks in assigned area.

## Essential/Primary Duties

- Effectively and accurately maintains operations of the department, identify any issues or problems related to facilities and enter work orders for corrective action.
- If the Sr. Zone Building Supervisor is not available, Zone Building Supervisor, is the first line responses to emergency calls when needed. Also in the absence of supervisor, this position makes decisions on required response, assigns personnel when needed and assists accordingly. Coordinates with other Campus Operations staff and trades as necessary. Provide assistance and support to University events and functions.
- Assists with supervising/instructing custodians, student custodians and temporary custodians on power equipment, floor-cleaning equipment, work procedures and computer use for time keeping and training needs. Performs routine custodial duties which include project based work, assigned area of work, and filling in for absent custodians. Helps ensure that staff maintain cleaning levels and established standards. Assist with snow and ice removal as necessary.
- Assists in reviewing student hire applications and recommending hiring decisions on student hires. Supervises and trains student hires. In absence of supervisor, may conduct inspections and follows up on deficiencies. May meet with staff to discuss schedules and assignments, use and care of equipment, staff development and training needs, and appropriate response to unique situations as they arise. In absence of Sr. Zone Building Supervisor, create incident reports and disseminate to appropriate administrators.
- Assist in ensuring that established work schedules and procedures area following, including daily review and inspection of assigned space.

## Experience and Education

### Experience

- One to two years related experience required in a maintenance, custodial or supervisory role

### Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

## Physical Requirements

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Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

### **Working Conditions**

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and written instructions
- Ability to communicate clearly verbally
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to operate and use manual and power custodial equipment
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to draft office correspondence

## Supervisory Responsibility

### Full-Time

Custodians and maintenance in absence of Sr. Zone Building Supervisor

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.