

# Classification Specification: Building Maintenance Supervisor

Classification Number: 53131  
Effective Date: 09/27/2013

Pay Grade: 27  
Current Exemption Status: Nonexempt

## Position Summary

Coordinates and supervises general grounds maintenance, refuse, recycling and moving services. Provides supervision for the esthetics, maintenance, and safety of the campus. Supervises logistics of special events. Supervises staff.

## Essential/Primary Duties

- Supervises staff, maintains time records, and approves vacation and sick leave absences.
- Plans weekly and daily assignments for direct reports.
- Trains staff on proper safety techniques for maintenance and equipment usage. Maintains training records.
- Assists in layout of new landscape areas and oversees installation, removal, and replacement.
- Oversees spraying, fertilizing, weeding, and pest control.
- May supervise and assist with the setup and take down of equipment for special events.
- Ensures proper equipment is available and in a safe operating condition for staff.
- Creates and closes work orders.
- Orders supplies and maintains records for the purchase of supplies.
- Assists with and directs snow removal on campus.

## Experience and Education

### Experience

- One year related experience required; previous supervisory experience or training required

### 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

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 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/or written instructions
- Ability to effectively communicate, verbally and written
- 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
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to hand and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment
- Ability to perform automotive and heavy equipment

## Supervisory Responsibility

### Full-Time

Groundskeepers and other staff

### Part-Time

None

## Providing Direction

### Full-Time

Groundskeepers and other staff

### Part-Time

## Responsibility for Student Workers

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