

## Classification Specification: Sr. Zone Building Supervisor

Classification Number: 42132                      Pay Grade:  
Effective Date: December 28, 2018              Current Exemption Status: Nonexempt

### Position Summary

Oversees the general care, cleaning and maintenance (e.g. custodial, maintenance, carpet, paint, grounds, and skilled trades etc.) of multiple buildings or grounds during a single shift. Supervises Zone Building, full-time staff, students and temporary staff. Responds to emergency calls from help desk, dispatch and customers and analyzes the needs of the situation and directs the staff accordingly. Responds to varying needs of the campus related to events and functions scheduled by departments. Manage maintenance needs of the event.

### Essential/Primary Duties

- Supervises Zone Building Supervisor, other full time staff, students and temporary staff.
- Plans and manages entire building services (e.g. custodial, maintenance, carpet, paint, grounds, and skilled trades etc.) for assigned location(s).
- Oversees and assists in inventory control of equipment, parts and supplies. Works with vendors to establish inventory levels and product availability. Approves supply and repair requests and prepares requisitions.
- Responds to emergency calls from help desk, dispatch and customers. Analyzes the needs of the situation and directs the staff accordingly including skilled trades, maintenance or custodial staff. Create incident reports for office record of emergency calls, work orders and continued repairs. Distribute incident report to appropriate University partners.
- Responds to varying needs of the campus related to events and functions scheduled by departments. Manage maintenance needs of the event. Appropriately staff employees and track labor and expenses related to event or function.
- Performs regular inspections of buildings, supervises general repairs and maintenance of buildings, knowledgeable in all safety and health regulations, stays current on training and policies as required by the department.
- Based on work order requests, prioritizes and provides direction maintenance repair workers, ensures proper scheduling and planning of resources. Monitors work progress and maintains records of maintenance activities. Provides detailed information if MEP work is required.
- Plans and coordinates snow removal of buildings within assigned zones. Ensures all entrances and doorways are cleared and safe for students and staff. Reassigns staff to locations and equipment base on the needs of the University.
- Provides information or data to aid administrators in decision making.
- Trains staff and student workers regarding policies and procedures, job duties and use of equipment. Attends training and meetings, and participates in committee work as required.
- Leads team meetings with staff and student workers.

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### Experience

- One year related experience required in custodial, maintenance, carpet, paint, grounds or skilled trades procedures and safety practices. Includes 6 months training or experience in supervising employees.

### 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.

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## 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.

## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly 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 computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate and use manual and power custodial equipment
- Insurable to drive University vehicles

## Supervisory Responsibility

### Full-Time

Zone Building Supervisors and other staff

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.