

Classification Specification: Campus Operations Team Leader

Classification Number: 42113
Effective Date: April 6, 2016

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Supervises, trains and oversees the work of student workers. Recommends hiring, training and performance feedback, and monitors attendance of student workers. Provides direction to full-time, classified staff in the absence of Sr. Zone Building Supervisor. May assist in providing campus services (e.g. custodial, maintenance, carpet, paint shop, grounds etc.) in absence of student or classified staff.

Essential/Primary Duties

- Supervises and trains student employees regarding policies and procedures related to campus operations work. Assigns job duties and monitors attendance and work daily.
- Recommends hiring and discipline or termination of new student employees.
- Submits work orders and incident reports. Corresponds with various faculty and staff regarding issues.
- Provides supervision to full-time staff in absence of Sr. Zone Building Supervisor.
- Assist in care of areas and fills in absence of student or full-time staff. Leads special projects.
- Responds to emergencies.
- Attends training, meetings and committee work as required.

Experience and Education

Experience

- Six months related experience 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

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/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 computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to operate and use manual and power custodial equipment
- Clean driving record and be able to operate university vehicles, including recycling trucks

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

Custodial Workers

Part-Time

None

Responsibility for Student Workers

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