

Classification Specification: Sr. Zone Building Supervisor

Classification Number: 42132 Pay Grade:
Effective Date: December 15, 2014 Current Exemption Status: Nonexempt

Position Summary

Oversees the general care, cleaning and maintenance of multiple buildings during a single shift. Supervises Zone Building Supervisors, full-time staff, students, temporary staff and maintenance repair workers.

Essential/Primary Duties

- Supervises Zone Building Supervisor, maintenance, staff, supplemental workers and students.
- Plans and manages entire building services for assigned location(s).
- Oversees and assists in inventory control of equipment, parts and supplies.
- Approves supply and repair requests and prepares requisitions.
- Maintains personnel and payroll records.
- 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.
- Submits work orders for maintenance repair in on-line system.
- Leads team meetings with staff and student workers.
- Performs inspections of work area and building(s). Provides custodial/maintenance support, including activities such as responding to custodial, cleaning, and maintenance emergencies.

Experience and Education

Experience

- One year related experience required in maintenance/custodial operations, 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.