

Classification Specification: Zone Building Supervisor

Classification Number: 42131 Pay Grade:
Effective Date: December 15, 2014 Current Exemption Status: Nonexempt

Position Summary

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

- Sweeps stairs, cleans walls and mops floors.
- Cleans restrooms, including sweeping and mopping floors, cleaning toilets, sinks, and mirrors, and emptying trash.
- Operates floor scrubbing machine daily.
- Conducts inspections and attends meetings to address and resolve concerns and problems.
- Assigns or completes special projects, including buffing floors and shampooing rugs.
- Places orders for parts supplies.
- Supervises full-time employees in the absence of supervisor, and students, including scheduling, training and evaluating work. Supervises student workers.

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

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.