

## SUPERVISOR - BUILDING SERVICES

### **Function of Job:**

Under general direction of assigned supervisor, supervise building services staff and daily operational activities; train and evaluate staff; oversee custodial supplies and use of equipment; and coordinate custodial services with campus departments and groups.

### **Characteristic Duties and Responsibilities:**

1. Supervise and direct assigned custodial staff and daily operations.
2. Schedule staff, approve leave, and maintain time records and other files/reports as required.
3. Hire, train, supervise, and evaluate assigned staff.
4. Monitor and inspect staff work and take corrective measures as needed.
5. Work with supervisor on performance and disciplinary issues.
6. Train staff concerning college/university policies and regulations in such areas as security, confidentiality, emergency response, and safety, including the proper methods dealing with blood born pathogens/body fluids.
7. Requisition custodial supplies, test new equipment and materials as needed.
8. Interface with department administrators, faculty, staff, product representatives, and assure that positive relations exist between custodial staff and college/university community.
9. In absence of supervisor, manage department.
10. Assure that assigned personnel are trained in methods and use of materials/equipment as required for satisfactory performance, and that established standards are observed/maintained for efficiency and safety.
11. Coordinate with various campus groups and departments concerning custodial needs and manage preparations required for special events as required.
12. Attend meetings and professional development programs and serve on committees as assigned.
13. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Associate's degree and three years of related experience, Bachelor's degree and one year of related experience, or any combination of high school graduation, experience, and/or higher education equal to five years, including at least one year of comprehensive supervisory experience.
2. Knowledge of state-of-the-art cleaning materials, equipment, methods and practices.
3. Effective communications and interpersonal skills.
4. Sufficient strength and physical dexterity to perform duties and responsibilities of the job, including heavy work.
5. Ability to wear and use personal protective equipment if required.
6. Valid driver's license for the state of New Hampshire as required.
7. Computer skills as required by department.

### **Additional Desirable Qualifications:**

1. Certification by National Executive Housekeeping Association.
2. Experience in a college/university environment.

2/17/09  
System Approval

2/16/09  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**