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<b>Functional Title:</b>	Building and Grounds Manager	<b>Job Code:</b>	0005-CS620
<b>Classification Series:</b>	Building and Grounds Supv/Mgmt	<b>Band/Zone:</b>	H1
<b>Department:</b>	Multiple	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July 1999		

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**General Function:**

Performs a variety of administrative tasks related to overseeing the custodial operations in University buildings and facilities.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Oversee activities of unit; establishes policies and procedures; sets goals and priorities; ensures the smooth flow of operations; enforces rules and regulations.
- 2) Supervises staff; recommends hiring; makes recommendations on discipline and termination; establishes schedule and assigns tasks; monitors and evaluates performance.
- 3) Monitors and reviews completed tasks; ensures that any necessary changes or corrections are made.
- 4) Develops forecasts on materials, supplies, and equipment needs; places orders for materials and supplies.
- 5) Performs a variety of administrative tasks including completing paperwork and maintaining records, and resolving complaints.

**Reporting Relationships:**

Direction Received: Reports to Director, Building and Special Services.

Direction Given: Direct supervision of classified staff and student employees.

**Minimum Requirements:**

Requires an Associate's Degree in a related field and three years of experience in large scale custodial services, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of custodial procedures and techniques and supervisory skills.

**Working Conditions:**

Physical effort usually requires considerable standing, walking, climbing, and operating equipment. Some lifting of materials weighing up to 50 pounds. Periodic assignment given which entail dealing with modestly unpleasant physical situations.