
Functional Title:	Building and Grounds Supervisor	Job Code:	1001-CA440
Classification Series:	Building and Grounds	Band/Zone:	G1
Department:	Physical Facilities	FLSA:	Non exempt
Date:	February 1999		

General Function:

Assists in overseeing activities related to performing building and grounds maintenance.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Oversees staff; establishes schedules; assigns tasks; enforces University policies and procedures; monitors performance.
- 2) Monitors operations of a unit; reviews completed jobs; ensures that any necessary changes or corrections are made; ensures deadlines are met.
- 3) Maintains payroll files and other personnel records.
- 4) Maintains inventory of supplies and materials; initiates purchase process for supplies and materials as necessary.
- 5) May perform a variety of groundskeeping tasks including pruning trees, renovating turf, weeding and mulching, irrigating plants, and snow removal.

Reporting Relationships:

Direction Received: Reports to Building and Grounds Supervisor, Senior or Campus Service Quality Manager.

Direction Given: Functional supervision of classified staff (Building/Grounds Assistants).

Minimum Requirements:

Requires six months of training beyond high school and four years of related experience, or an equivalent combination of education and experience. May require valid pesticide operator's license. May require valid driver's license. May require completion of certain series within the department's job enrichment program.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of groundskeeping operations or housekeeping procedures; 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 assignments given which entail dealing with modestly unpleasant physical situations.