
Functional Title:	Building and Grounds Manager, Senior	Job Code:	0005-CS655
Classification Series:	Building and Grounds Supv/Mgmt	Band/Zone:	H2
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

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) Oversees all units' operations; establishes policies and procedures; sets goals and priorities; ensures the smooth flow of operations; enforces rules and regulations.
- 2) Supervises staff; interviews and recommends hiring; makes decisions on discipline and termination; establishes schedule and assigns tasks; monitors and evaluates performance; develops and implements training program.
- 3) Monitors and reviews completed tasks; ensures that any necessary changes or corrections are made.
- 4) Develops forecasts on material, supply, and equipment needs; develops specifications for materials and equipment; oversees purchasing.
- 5) Serves as liaison for unit; coordinates repair work with maintenance departments; asks inquiries and provides information to customers.
- 6) Assists in developing unit's budget; monitors unit spending; maintains all records and files; gathers information and prepares reports on unit's activities.

Reporting Relationships:

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

Direction Given: Directs supervision of classified staff (Building/Grounds Assistants, Building/Grounds Assistants-Senior, Building/Grounds Coordinators, Building/Grounds Supervisors.)

Minimum Requirements:

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

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of general business administration techniques; knowledge of custodial procedures and techniques; supervisory skills; knowledge of computer and office applications.

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.