
Functional Title:	Building and Grounds Supervisor, Senior	Job Code:	0005-CS540
Classification Series:	Building and Grounds Supv/Mgmt	Band/Zone:	G2
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of administrative tasks related to assisting in the oversight of the maintenance operations on University facilities on and off campus.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Oversees activities of unit; enforces rules and regulations; ensures the smooth flow of operations; ensures availability of tools, equipment, and materials.
- 2) Supervises staff; establishes schedules and assigns tasks; monitors and evaluates staff.
- 3) Monitors and reviews completed tasks; ensures that any necessary changes or corrections are made.
- 4) Reviews and approves employee time cards; maintains a variety of employee records which may include attendance, vacation, and sick leave.
- 5) Maintains inventory of supplies and materials; initiates purchase process for supplies and materials as necessary.
- 6) May perform a variety of other tasks including designing and manufacturing specialized equipment, planning events, maintaining unit records, and preparing reports.

Reporting Relationships:

Direction Received: Reports to a Director or Manager (i.e. Administrative Manger of Housing Services, Building/Grounds Manager, Horticultural Manager, etc.).

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

Minimum Requirements:

Requires nine months of training beyond high school and three years of related experience, or an equivalent combination of education and experience. May require driver's license. May require pesticide application license.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of groundskeeping or housekeeping procedures; 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.