

**BUILDING OPERATIONS SUPERVISOR**

**GENERAL RESPONSIBILITIES**

Perform difficult semiskilled work supervising and participating in the care and cleaning of buildings, grounds and furnishings.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Open building, check for intrusions or vandalism, set up for special meetings, unload truck deliveries from supply or vendors, check restrooms for cleanliness, keeping and maintaining of grounds, check portables, secure building.
- Assign duties to other staff members; check grounds inside and out.
- Prepare for special events.
- Push down hallways and sweep, mop, run buffers or scrubbers.
- Respond to all calls from office for clean-up assistance.
- Raise flags and change light bulbs.
- Check on supply inventory, place orders and put in work request.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to establish and maintain effective working relationships with associates and staff; ability to read; ability to supervise the work of subordinate staff.

**EDUCATION AND EXPERIENCE**

Graduation from high school and considerable custodial experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

None.

FLSA status: Non-exempt	Description: Rev. 6/00
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