



**BUILDING OPERATIONS SUPERVISOR**

**GENERAL RESPONSIBILITIES**

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

**ESSENTIAL FUNCTIONS**

(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**

**Required:**

High School Diploma or GED  
Considerable custodial experience.

**Preferred:**

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

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, grasping, repetitive motion, reaching, and driving. Occasional stooping, balancing, crouching, kneeling, and fingering. Work involves moderate exposure to unusual elements such as dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and up over 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license  
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: Rev. 6/00, 7/20
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