Job Title: Building Supervisor

BCAT Code: 090X01  Effective Date: April 1, 2007
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Supervises the University Village staff and performs skilled maintenance and repair work on-site; does related work as required.

Examples of Duties
- Participates as a member of the University Housing team.
- Monitors all buildings systems, such as environment control, safety, elevators, and communications.
- Supervises all custodial, mechanical, grounds and contract personnel working in the buildings.
- Assists Safety Services in inspection and compliance activities.
- Receives all customer input for service; assigns work orders.
- Performs minor maintenance as required.
- Represents University Housing to Physical Plant in meetings/matters concerning the assigned buildings.
- Supervises the University Village staff.
- Participates in building construction work, repairs or alterations of original constructions.
- Prepares purchase requisitions as required.
- Maintains supplies/tools and materials in good working condition.
- Maintains and keeps current all Material Safety Data Sheets (MSDS) and other documentation required for record-keeping.
- Participates in facilities planning and equipment replacement matters as required.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of tools, techniques and terminologies used in the operation of building maintenance.
- Knowledge of building and Occupational Safety and Health Administration (OSHA) codes.
- Knowledge of health and safety measures associated with maintenance repair work.
- Ability to plan work in advance.

Minimum GSU Hiring Standards
Post secondary degree, diploma, or equivalent and five years experience in building mechanical maintenance work; or nine years experience as a handyman in building and mechanical maintenance work; or any equivalent combination of education and related experience. Minimum of one year experience in contract supervision preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.