

The University of Texas at San Antonio

Job Description

Job Title: Building Services Supervisor
Code: 16215
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Different sections within Facilities Services
Reports To: In accordance with departmental policies

Summary

- Function: To perform supervisory work directing and coordinating housekeeping and custodial maintenance and related building services.
- Scope: Responsible for the direct or indirect supervision of all building service employees, and for organizing, planning, and directing a program of custodial management.

Duties

- Typical:
 1. Performs supervisory duties to include establishing work schedules and assignments; administering daily work responsibilities to shops; maintaining time sheets; and reviewing the work of subordinates; responsible for employee relations activities; provides customer relations; and inspecting buildings for which responsible.
 2. Advises administrative superiors of need for building repairs and maintenance activities.
 3. Interviews, screens and selects employees for custodial positions.
 4. Establishes and implements a training program for custodial workers.
 5. Requisitions, receives, maintains, and distributes material and supplies for custodial work.
 6. Attends professional and technical development training and organization committee meetings.
 7. Performs other duties as assigned.
- Periodic:
 1. Reports to superiors working conditions and makes recommendations for general improvements as needed.
 2. Recommends personnel to be promoted and assists in preparation of budget needed to support custodial maintenance.

Education

Required	Preferred
High school graduation or GED.	Executive Housekeeper certification or specific college coursework in management and/or fundamentals of housekeeping.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
3 years of supervisory experience in custodial maintenance work or related management activities.	5 or more years of supervisory experience in custodial maintenance work or related management activities in a college or university.

Equipment

Required	Preferred
Knowledge of cleaning and janitorial materials, equipment and methods.	N/A

Working Conditions

Usual	Special
Usual office building conditions. Stress related situations.	Some occasional evening work may be involved.

Supervision

Received	Given
General by administrative superiors for conformity with established standards.	General with detailed instructions for special assignments.

Accuracy

Proficiency in all phases of work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.