

**Warren Wilson College**  
Position Description

**POSITION TITLE:** Assistant Supervisor, Building Services

**REPORTS TO:** Supervisor, Building Services

**DEPARTMENT:** Building Services

**POSITION SUMMARY:**

The Assistant Supervisor of Building Services with the support of a student work crew is accountable for the daily cleaning, building maintenance, and set-ups of assigned buildings. The Assistant Supervisor is responsible for the training, supervision and evaluation of the student work crew. Campus building cleaning and set-ups should be performed efficiently, effectively and sustainably.

**SPECIFIC RESPONSIBILITIES:**

1. Assists supervisor in developing a five-year plan, one-year and quarterly planning (fall semester, winter break, spring semester and summer break) involving the five components of our Mission: Work excellence, Care of Students and Ourselves, Sustainability, Maintenance Excellence and Triad Integration.
2. Establishes and maintains student schedules and assigns employees to areas for housekeeping duties; inspects to ensure the satisfactory completion of work assignments. Ensures areas are staffed and have required supplies and equipment necessary to complete work assignments, as regulated by the budget.
3. Supervises and participates in the set-up arrangements for special events held on campus.
4. Provides orientation and training for new and continuing students and staff in the areas of chemical usage, equipment handling and safety procedures.
5. Assists supervisor in developing a work excellence program that may include: proper documentation in each building, identifying systems in the field and on drawings, building commissioning, equipment and system identification as related to Building Services.
6. Maintains inventory of equipment and tools, supplies and parts. Periodically performs audits to account for shrinkage and improve control of inventory. Maintains inventory and warehousing of extra dorm furniture. Directs the use, operation and maintenance of all equipment, including the vehicles assigned to this position.
7. Directs action or reports needed action to correct any mechanical, structural or electrical condition/equipment in need of repair or replacement.
8. Assists supervisor in developing and maintaining and working within a realistic work budget. Identifies specific areas for growth and equipment needs.
9. Performs evaluations of students, noting strengths and identifying clear metrics for improvements.

10. Develops and continually improves training and training programs for students, including a safety program.
11. Supervising, training, and working with student employees responsible for the programmed deep cleaning of the following buildings/areas on campus: Bryson, Devries, Pool, Health Center, Dodge, Work Program Office/Print Shop, all dorms and homes at time of transition, and others as assigned periodically.
12. Assists the indoor air quality team in recognizing and remedying indoor air quality issues, i.e., Radon, mold, asbestos.
13. Fills-in in the absence of the Supervisor, Building Services.
14. Works with Supervisor, Building Services to ensure all operational costs are kept within budget.
15. Supervises the floor care on campus, trains students workers in proper floor care.
16. Recommends student personnel actions, including, but not limited to hiring, transfer and performance evaluations.
17. Performs other duties as needed to fulfill the College's mission of work, service and academics.

**WORKING CONDITIONS:**

**QUALIFICATIONS:**

1. Minimum of two years supervisory experience, preferably supervising young people.

**KNOWLEGE AND EXPERIENCE:**

1. Knowledge of proper chemical usage and safety precautions.
2. Knowledge of proper floor care and equipment use.

**MINIMUM REQUIREMENTS:**

1. Must be able to lift up to 50 pounds.
2. Basic knowledge of carpet and hard floor cleaning and maintenance.