

Warren Wilson College

Position Description

POSITION TITLE: Assistant Supervisor, Building Services (2)

DEPARTMENT: Building Services

REPORTS TO: Supervisor of Building Services

POSITION SUMMARY:

The Assistant Supervisor of Building Services with the support of a student work crew is accountable for the daily cleaning and building maintenance. When classes are not in session and at times of critical need, the Assistant Supervisor will be integrated into the overall building services schedule and plan. The Assistant Supervisor trains, supervises and works with a student work crew in cleaning and maintaining these buildings. The on-site building manager remains the primary contact with Facilities Management for submission of work orders, but the Assistant Supervisor will perform routine maintenance within his or her skill level. The Assistant Supervisor performs all work consistent with the Facilities Management & Technical Services Core Values and Mission Statement.

SPECIFIC RESPONSIBILITIES:

1. Trains, supervises and works with student work crews to ensure that all assigned spaces are clean and available for teaching and learning including common spaces, restrooms, classrooms and offices (as directed by the building occupants).
2. Develops, maintains and monitors student work schedules.
3. Remains aware of scheduled usage of classrooms, and keeps these classrooms cleaned on a regular basis.
4. Assures that buildings are clean and ready for classes in the Fall and Spring.
5. Assists the supervisor in developing an ongoing safety program for staff and students. Analyzes for highest risk situations, and performs root cause analysis to eliminate these hazards.
6. Assists the 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.
7. Assists the supervisor in developing an organization and cleaning program that keeps their offices and associated areas organized and regularly cleaned and maintained.
8. Maintains inventory of equipment and tools, and parts. Periodically performs audits to account for shrinkage, and improve control of inventory.
9. Orders maintenance and supply items and ensures that the janitor closets are stocked in good working order.
10. Assists the supervisor in developing and maintaining, and working within a realistic work budget. Identifies specific areas for growth, and equipment needs.
11. Assists the supervisor in developing a continual improvement program that strives, with clear goals and objectives for excellence in their department.

12. Assists the supervisor in developing a customer care program that tracks customer (students, staff, faculty and administration) satisfaction with the department.
13. Performs evaluations of student crew noting strengths, and identifying clear metrics for improvement.
14. Identifies ways in which the department can become more sustainably focused by identifying and prioritizing the ways in which operations affect sustainability.
15. Develops a preventive maintenance program that includes automation in the work order system, identifies just in time training needs, procedures, tool & equipment needs, and part needs, and supporting documentation.
16. Performs and/or supervises students in the performance of routine maintenance within capabilities, i.e., toilet blockage, burned out light bulbs, etc.
17. Performs minor repairs to residence hall buildings, including hanging of dispensers, towel racks and minor repairs of furniture.
18. Directs the use, operation and maintenance of all equipment, including vehicles assigned to this position.
19. Develops ways to integrate work and service into their curriculum.
20. Serves on at least one campus committee to strengthen communications and interaction with the campus as appropriate.
21. Performs other duties as needed to fulfill the College's mission of work, service and academics.

WORKING CONDITIONS:

1. Must be able to drive appropriate maintenance vehicles, and load and off-load maintenance equipment and tools.

QUALIFICATIONS:

1. Strong organizational skills.
2. Ability to communicate with a broad range of people.
3. Positive attitude.
4. Knowledge of proper chemical usage and safety precautions.
5. Minimum of two years supervisory experience, preferably supervising young people.
6. Must be able to lift up to 50 pounds.
7. Must have a valid North Carolina driver's license with no restrictions.
8. Must be able to work occasional evenings and week ends.