

Warren Wilson College

POSITION TITLE: Supervisor, Building Services

DEPARTMENT: Building Services

REPORTS TO: Director, Facilities Management and Technical Services

POSITION SUMMARY:

Plans, supervises and coordinates housekeeping services, set-ups and moving activities on campus. Responsible for developing one-year, monthly and weekly goals, SOG's, rehousing and inventory control. Supervises three Assistant Supervisors of Building Services.

SPECIFIC RESPONSIBILITIES:

1. Prepares 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. Updates work order reporting every two weeks. Re-prioritizes work, updates work status and establishes estimated timelines, which get reflected in the planning reports.
2. 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. Purchases and maintains vacuums for campus buildings.
5. Provides orientation and training for new and continuing students and staff in the areas of chemical usage, equipment handling and safety procedures.
6. 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. Maintains the department budget.
9. Supervises, trains, and works with student employees responsible for cleaning 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. Also supervises assistant supervisors for academic buildings and residence halls.
10. Oversees the floor care on campus and training of students in proper floor care.
11. Recommends personnel actions, including, but not limited to hiring, transfer and performance evaluations.
12. Identifies ways in which the department can become more sustainably focused by identifying and prioritizing the ways in which their operations affect sustainability.

- Develops a program that focuses on the largest impacts, and mitigates these impacts by maintaining metrics, and measuring success against these metrics.
13. Develops a goal for the use of local suppliers and vendors.
 14. Ensures that dorm custodial closets are stocked with supplies and equipment.
 15. Oversees the indoor air quality team in recognizing & remediating indoor air quality issues, i.e. Radon, mold, asbestos.

WORKING CONDITIONS:

1. Must be able to drive appropriate maintenance vehicles, and load and off-load maintenance equipment and tools.
2. Frequent evening and week end hours.

QUALIFICATIONS:

1. Minimum of two years supervisory experience, preferably supervising young people.
2. Must be able to lift up to 50 pounds.
3. Basic knowledge of carpet and hard floor cleaning and maintenance.
4. Prior supervisory experience.
5. Knowledge of proper chemical usage and safety precautions.