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## Auburn University Job Description

Job Title: **Supv, Service Support**

Job Family: No Family

Job Code: **NB73**

Grade FM09 32,000 - \$44,800

FLSA status: Non-exempt

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### Job Summary

Supervises various campus support and custodial activities.

### Essential Functions

1. Monitors, plans, schedules, and directs the day to day functions, activities, and services related to campus moving services.
2. Coordinates materials handling and custodial services to include (but not limited to) surplus property support, custodial supply distribution, and project or emergency cleaning and custodial duties.
3. Assesses costs for services such as moving, special events set up, cleaning, materials, and equipment.
4. Provides data and information to Facilities Financial Services concerning cost of services rendered.
5. Ensures equipment and materials are maintained, picked-up, and delivered to appropriate sites on time.
6. Monitors facilities for mechanical problems and/or equipment malfunctions and reports to appropriate University personnel.
7. Continuously inspects the exteriors of buildings to determine the need for exterior cleaning and related additional project cleaning activities to enhance and support the custodial function at the University.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	5	Experience in furniture and fixture moving and relocation

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### **Minimum Required Knowledge**

Knowledge of facilities maintenance procedures and techniques. Developed supervisory skills.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, talking, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/11/2012

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