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## Auburn University Job Description

Job Title: **Supv, Building Specialists**

Job Family: No Family

Job Code: **NB88**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

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### Job Summary

Provides overall supervision to the Building Specialist staff for the cleanliness, sanitation and upkeep of assigned facilities.

### Essential Functions

1. Supervises Building Specialist staff; evaluates, researches, assesses, and assigns areas of coverage for staff members to effectively maintain cleanliness and provide a safe environment. Provides updates on staff cleaning effectiveness on a weekly basis. Communicates proper payroll and scheduling procedures with staff and trains on Kronos timekeeping system. Monitors and manages proper timekeeping entries to ensure correct usage and schedule adherence. Documents, communicates, updates and provides possible solutions of concern. Evaluates employees in accordance with individual performance plans.
  2. Trains and develops staff; researches, reviews, assesses, develops, and implements training to ensure proper facility cleaning methods, proper interaction with others and communication to perform tasks efficiently. Utilizes University and departmental handbooks, cleaning equipment and supply manuals, training videos, and website information, product specific manuals, and any other product safety or cleaning guidelines to enable efficient cleaning practices. Develops training content for routine meetings with staff. Ensures staff are trained and follow OSHA standards for cleaning and sanitizing. Due to the Building Specialists being exposed to blood borne pathogens, ensures staff are trained, certified, and follow American Red Cross standards for performing 1st Aid/CPR and cleaning and disposing of bodily fluids and other hazardous materials. Trains and ensures staff follow the American College and Sports Medicine (ACSM) guidelines for safety in a recreation/gym setting.
  3. Oversees cleaning operations of assigned facilities; conducts visual inspections periodically throughout the day. Thoroughly investigates cleanliness of both interior and exterior components of the buildings. Physically inspects and observes staff performance to ensure proper implementation of cleaning methods, time efficiencies, storage and cleaning inventory management, and operation and/or use of cleaning equipment and supplies. Reviews, assesses, evaluates, updates and/or adds projects or tasks to daily cleaning assignments. Communicates with staff on a daily basis to encourage and support proper implementation of assigned tasks and responsibilities. Shares specific information in meetings to enable staff to perform jobs more efficiently.
  4. Manage supplies and equipment inventory for cleaning operations; oversees procurement to maintain adequate amounts needed to perform jobs. Provides weekly expense reports of equipment and supply purchases. Monitors and enforces proper and efficient storage of supplies and equipment.
  5. Communicates relevant University and departmental policies and procedures in a timely manner.
  6. Performs other duties as assigned and is available to work non-traditional hours for special events, emergencies, or other requests.
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### **Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>	3	Experience cleaning large facilities within educational, health, or other institutionalized settings. Experience mentoring, leading, training, and/or supervising custodial staff.

#### 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 standard cleaning procedures and operation of cleaning equipment. Knowledge of OSHA regulations.

#### Certification or Licensure Requirements

OSHA certifications: Ladder Safety, Chemical Safety, and Personal Protective Equipment (PPE).

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting up to 50 pounds.

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

Date: 11/7/2016

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