

## **Supervisor, Building Operations**

### **Job Code 00007136**

#### **General Description**

Responsible for planning and scheduling maintenance tasks required to keep the facility and vehicles clean, maintained, and safe.

#### **Examples of Duties**

Review cleaning logs and conduct physical inspection.  
Schedule staff for overtime events.  
Assure proper maintenance of LBJ Student Center building and equipment.  
Supervise building maintenance and renovation projects assigned.  
Initiate and enforce shop rules and regulations, and discipline employees.  
Order and obtain parts, supplies, material, and services.  
Review documentation.  
Supervise, evaluate, and direct staff.  
Develop, write, and edit LBJ Student Center and departmental policies and procedures.  
Develop and administer fiscal budgets for building operations.  
Purchase furniture and equipment for new LBJ Student Center.  
Prepare specs and contracts and bid out contracts and coordinate delivery.  
Prepare contracts and bids for services.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Custodial supplies, equipment and procedures; facility and equipment/supply location; basic mechanics; computers and software; electronic communication; workplace safety and risk management.

**Skill in:** Working in teams; supervising and evaluating employees; establishing relationships with vendors, contractors and Student Center users and tenants; interviewing; investigating accidents and incidents; conflict management; completing request forms, reports, project status, and purchase requisitions; coordinating and completing tasks; troubleshooting and diagnosing problems; prioritizing workload.

**Ability to:** read and understand complex legal and technical documents, owners manuals, and instructions; use tape measures, scales and rulers; understand vague work orders; read architectural drawings and schematics; use voltmeter and other equipment; prepare memos, policies, procedures, letters, and minutes; complete requisition forms, accident reports, work orders, inspection logs, inventory reports, overtime event forms, Ops plan, budgets, proposals, bid specs, and contracts; perform intermediate math; work independently receiving minimal directions; educate staff on safety procedures; set up and maintain filing system.

**Educational Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**