

## BUILDING SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents in this position supervise and perform one or more building service activities. Incumbents are responsible for un-skilled or semi-skilled work such as moving furniture and equipment, cleaning rooms, picking up trash, cleaning and removing snow. An incumbent acts as a working foreman, supervising a substantial number of unskilled or semi-skilled building service workers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists labor crews engaged in unskilled or semi-skilled labor;

Moves furniture and equipment;

Cleans offices, halls, parking facilities and related areas;

Removes snow and ice;

Trains a crew in moving and cleaning procedures and use of equipment;

Checks cleaning equipment regularly for proper working order and reports defective equipment to maintenance shop;

Monitors articles moved as to number, origin and destination;

Operates all equipment under his/her jurisdiction;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to plan, lay out and supervise the work of others; ability to give practical instruction to unskilled personnel; ability to read and write; ability to maintain simple records; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) three years of building cleaning, building maintenance, laboring and/or moving experience; or (b) one year of supervision of unskilled and semi-skilled employees.

West. Co.  
J.C.: Non-Competitive†  
SAS51

Job Class Code: C0209  
J.G. V