



General Services Supervisor

Job Code: 0829

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Supervises the Maintenance and Custodial Departments. Responsible for personnel supervision, maintenance coordination, attending meetings, inspection, cost estimation, and general maintenance.

- Supervises a support staff of Custodians and Maintenance Technicians. Selects support staff and is responsible for discipline and termination. Delegates tasks and conducts performance appraisals. Provides on the job and in-service training. Prepares monthly work schedules. Inspects work of support staff.
- Coordinates, directs, and manages all phases of maintenance and custodial services. Coordinates and inspects the work performed by outside contractors to ensure state and federal guidelines are followed.
- Attends committee meetings of Medical Care, Infection Control, Risk Management, etc.
- Performs preventive maintenance on equipment as scheduled and creates work orders when needed.
- Performs monthly safety inspections of grounds, building equipment, and fire extinguishers to determine need for repair or inspection from outside source. Reports findings to appropriate personnel.
- Estimates the cost of facility labor and materials for repairs and projects as needed. Orders and maintains equipment and supplies.
- Cleans air conditioners, coils, dampers, grills, walls, as well as Maintenance Shop and work area. Alternates monthly maintenance on-call. May use hand and power tools for general building repairs.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Associate's Degree in Business, Healthcare field, or related field.

Experience:

Required: 24 months of service related industry experience and 12 months in a supervisory role.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Read and understand complex written materials such as blueprints, metrics or technical manuals
- Proficient in Microsoft Office
- Highly organized and able to handle multiple projects and deadlines
- Ability to communicate well and build rapport quickly with students, faculty and staff
- Strong initiative to solve problems
- Customer service
- Must be able to supervise staff and communicate directions and expectations effectively

Working Conditions

Physical:

Ability to engage in repetitive motions. Regular requirement for standing, walking, stooping, bending and climbing ability to lift and move a minimum of 50 lbs.

Environmental:

Exposure to disagreeable conditions including extreme temperature changes, odors, etc. Frequent exposure to pressure caused by deadlines and busy periods. Requires frequent contact with other departments and university officials.

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