Facilities Attendant III (0845)

Basic Purpose/Job Function: Supervises a staff of employees performing custodial or facility operations duties in an assigned area.

Examples of Titles Replaced: Supervisor, Forum Facilities

Typical Functions May Include:
1. Supervises staff in University facilities, including training employees
2. Prepares work schedules for student employees
3. Schedules conferences for various rooms
4. Ensures conference rooms are equipped with water pitchers and cups
5. Performs some custodial work
6. Maintains building maintenance in the absence of the manager
7. Responds to requests from conference heads
8. Performs other related duties as assigned

Risk Management: Uses established safety practices to protect health and safety of personnel and property.

Supervision of Others: May serve as lead operator on assigned shifts and may be responsible for the training of new personnel.

Supervision Received: Receives general to limited supervision from a designated supervisor.

Minimum Qualifications:
- **Education:** None.
- **Experience:** 12-24 months  **Type:** Custodial or facility operations.
- **Skills:** Communicate orally and in writing as required to exchange information; read and understand basic written materials; basic math and computer skills.

Special Requirements: Regular exposure to disagreeable conditions, extreme temperature changes, odors, and hazardous chemicals. Lifting and carrying loads up to 50 pounds. Excessive use of arms in a back and forth motion, stooping and bending. Prolonged standing and walking. Must be at least 16 years of age as required by Fair Labor Standards Act. Background check required upon employment. May perform shift work. May have constant exposure to loud noises.
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- **Licenses**: Determined by nature of job and/or department.
- **Certifications**: Determined by nature of job and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.