Facilities Attendant IV (0846)

**Basic Purpose/Job Function:** Supervises and coordinates activities of personnel engaged in custodial or facility operations at the University.

**Examples of Titles Replaced:** Custodial Project Supervisor; Housekeeping and Custodial Supervisor; Quality Control Supervisor; Senior Supervisor, Custodial and Housekeeping Services

**Typical Functions May Include:**

1. Supervises staff in University facilities including training employees, assigning tasks, overseeing the work process and crew
2. Keeps employee time records
3. Implements and provides on-going employee training for new products, techniques and services
4. Ensures quality management of services
5. Conducts custodial inspections
6. Provides standard information on policies and procedures
7. Requisitions necessary supplies needed and is responsible for security of supplies and equipment
8. Reports needed repairs of facility and equipment
9. Provides suggestions to management to improve overall quality and day-to-day operations
10. Responsible for the safe and effective application of various compounds, including hazardous chemicals
11. Estimates cost of materials and time to be used in procedure and schedules work with the department
12. Maintains operating records as required
13. Maintains building maintenance in the absence of the manager
14. 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, provides technical direction, is responsible for the training of new personnel, and directly oversees the work of those supervised. May hire, fire, evaluate performance, and handle discipline issues per established university policies and procedures.

**Supervision Received:** Receives limited supervision from a designated supervisor and determines action to be taken handling all but unusual cases.

**Minimum Qualifications:**

- **Education:** None.
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- **Experience:** 18-36 months  
  **Type:** Custodial, facility operations, supervision.

- **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.

- **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.