AUBURN
Human Resources

Supv, Service Support

Job Description

JOB INFORMATION

Job Code	NB73
Job Description Title	Supv, Service Support
Pay Grade	FM09
Range Minimum	$36,630
33rd %	$41,510
Range Midpoint	$43,950
67th %	$46,390
Range Maximum	$51,270
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/11/2012

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Supervises various campus support and custodial activities.

RESPONSIBILITIES

- Monitors, plans, schedules, and directs the day to day functions, activities, and services related to campus moving services.
- Coordinates materials handling and custodial services to include (but not limited to) surplus property support, custodial supply distribution, and project or emergency cleaning and custodial duties.
- Assesses costs for services such as moving, special events set up, cleaning, materials, and equipment.
- Provides data and information to Facilities Financial Services concerning cost of services rendered.
- Ensures equipment and materials are maintained, picked-up, and delivered to appropriate sites on time.
- Monitors facilities for mechanical problems and/or equipment malfunctions and reports to appropriate University personnel.
- Continuously inspects the exteriors of buildings to determine the need for exterior cleaning and related additional project cleaning activities to enhance and support the custodial function at the University.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	5 years of	Experience in furniture and fixture moving and relocation	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facilities maintenance procedures and techniques.	
Developed supervisory skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking			X			
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.