AUBURN
Human Resources

Supv, Building Specialists

Job Description

JOB INFORMATION

Job Code	NB88
Job Description Title	Supv, Building Specialists
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Exempt
Approved Date:	9/16/2025 2:39:40 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides overall supervision to the Building Specialist staff for the cleanliness, sanitation and upkeep of assigned facilities.

RESPONSIBILITIES

- Supervises Building Specialist staff; evaluates, researches, assesses, and assigns areas of coverage for staff members to effectively maintain cleanliness and provide a safe environment. Provides updates on staff cleaning effectiveness on a weekly basis. Communicates proper payroll and scheduling procedures with staff and trains on Kronos timekeeping system. Monitors and manages proper timekeeping entries to ensure correct usage and schedule adherence. Documents, communicates, updates and provides possible solutions of concern. Evaluates employees in accordance with individual performance plans.
- Trains and develops staff; researches, reviews, assesses, develops, and implements training to ensure proper facility cleaning methods, proper interaction with others and communication to perform tasks efficiently. Utilizes University and departmental handbooks, cleaning equipment and supply manuals, training videos, and website information, product specific manuals, and any other product safety or cleaning guidelines to enable efficient cleaning practices. Develops training content for routine meetings with staff. Ensures staff are trained and follow OSHA standards for cleaning and sanitizing. Due to the Building Specialists being exposed to blood borne pathogens, ensures staff are trained, certified, and follow American Red Cross standards for performing 1st Aid/CPR and cleaning and disposing of bodily fluids and other hazardous materials. Trains and ensures staff follow the American College and Sports Medicine (ACSM) guidelines for safety in a recreation/gym setting.
- Oversees cleaning operations of assigned facilities; conducts visual inspections periodically throughout the day. Thoroughly investigates cleanliness of both interior and exterior components of the buildings. Physically inspects and observes staff performance to ensure proper implementation of cleaning methods, time efficiencies, storage and cleaning inventory management, and operation and/or use of cleaning equipment and supplies. Reviews, assesses, evaluates, updates and/or adds projects or tasks to daily cleaning assignments. Communicates with staff on a daily basis to encoruage and support proper implementation of assigned tasks and responsibilities. Shares specific information in meetings to enable staff to perform jobs more efficiently.
- Manage supplies and equipment inventory for cleaning operations; oversees procurement to maintain adequate amounts needed to perform jobs. Provides weekly expense reports of equipment and supply purchases. Monitors and enforces proper and efficient storage of supplies and equipment.
- Communicates relevant University and departmental policies and procedures in a timely manner.
- Works non-traditional hours as needed for special events, emergencies, or other operational needs.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	3 years of	Experience cleaning large facilities within educational, health, or other institutionalized settings. Experience mentoring, leading, training, and/or supervising custodial staff.	

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 standard cleaning procedures and operation of cleaning equipment.	
Knowledge of OSHA regulations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	OSHA certifications: Ladder Safety, Chemical Safety, and Personal Protective Equipment (PPE).	Upon Hire	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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.