



**Job Specification**

**Job Title: Building Supervisor**  
**BCAT Code: 700X AA**  
**Pay Grade: G15**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

---

**General Description**

Supervise University Village staff and perform skilled maintenance and repair work on-site; does related work as required.

**Examples of Duties**

- Participate as a member of the University Housing team
- Monitor all buildings system, i.e., environment control, safety, elevators, communications
- Supervise all custodial, mechanical, grounds and contract personnel working in the buildings, elevator, safety, etc.
- Assist safety services in inspection and compliance activities
- Receive all customer input for service; assign work orders
- Perform minor maintenance as required
- Represent University Housing to Physical Plant in meeting/matters concerning assigned buildings
- Supervise and participate in building construction work, repairing or altering of original construction
- Prepare purchase requisitions as required
- Maintain working level of supplies/tools and materials
- Maintain and keep current all MDS sheets and other paperwork relative to operations
- Participates in facilities planning and equipment replacement matters as required.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of tools, techniques and terminologies used the operation of building maintenance shop;
- Knowledge of accident and safety precautions connected with such maintenance repair work
- Ability to plan work in advance
- Knowledge of building and OSHA codes.

**Minimum GSU Hiring Standards**

Post secondary degree, diploma, or equivalent and five years experience in building mechanical maintenance work; or nine years experience as a handyman in building and mechanical maintenance work; or any equivalent combination of education and experience. Minimum one-year experience in contract supervision.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*