Title: Associate Director Building Services

Pay Scale Group: 19-01

Essential Function

Under general supervision from a designated administrator, assist in overseeing daily housekeeping operations of assigned area(s).

Characteristic Duties

Responsible for daily operations, methods and procedures of building services;

Coordinate and promote programs that will improve productivity within the department;

Develop and follow-up on implementing standards, policies, and procedures including hazardous waste materials;

Determine need for equipment and supplies;

Monitor departmental expenditures;

Perform quality assurance inspections, test new products, and develop procedures for environmental sanitation;

Represent the department on committees;

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with five (5) years’ experience; -OR- Associate's degree with seven (7) years’ experience; -OR- nine (9) years’ experience; experience must be facilities management and include at least three (3) years of supervision.