Title: Assistant Director, Building Services – Facilities Management

Essential Function

Under general supervision from a designated administrator, oversee the cleaning and janitorial services of buildings.

Characteristic Duties

- Supervise the cleaning and janitorial services of buildings.
- Develop and implement standards, policies and procedures for custodial services.
- Requisition and maintain supplies and equipment.
- Review and recommend operating expenditures.
- Instruct and train support staff on methods and procedures.
- Evaluate performance of support staff.
- Respond to inquiries and problems.
- Maintain employee discipline and make promotional recommendations.
- Maintain safety practices and procedures.
- Inspect buildings regularly to assure satisfactory custodial work.
- 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 three (3) years experience; OR Associate's degree with five (5) years experience; OR seven (7) years related experience. Degree must be in a related field, and related experience will be determined by the department. Experience may also require a minimum of one (1) year of supervision.

Last updated: May 2016