

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2022

### BUILDING SERVICES SUPERVISOR

**Abolished Effective June 1, 2005**

#### DEFINITION

Manage total operation of a major facility; supervise and coordinate a large staff of support personnel in facility operations.

#### DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from the Building Services Coordinator by total responsibility for all shifts of a major facility which is in operation up to seven days a week; Building Services positions at this level exercise independent judgment, subject only to general evaluation of results.

#### TYPICAL WORK

Perform the various functions described for the level;

Schedule use of facilities; make reservations for large auditorium and rooms; make all room assignments for evening, week-end, and summer quarter utilization; coordinate scheduling of course-numbered classes during weekday hours;

Receive requests for institutional facilities; recommend approval or rejection of requests;

Responsible for building security; control issuance of keys; supervise maintenance of records on key distribution; approve request for storage in the buildings and assign space; set schedule for opening and closing of building; assign personnel to monitor and secure building at night; interpret and enforce institution rules and facility use regulations; recommend facility maintenance to be performed;

Develop and maintain procedures for scheduling and coordination with staff, campus departments, and off-campus agencies providing support;

Train and review actions of personnel; make appropriate recommendations regarding such personnel matters as selection, discipline, and termination;

Prepare evaluation reports regarding the effectiveness of the facilities; monitor and participate in the development of facility budget;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Four years' college education including course work in drama, education, communication, or related fields; AND two years public contact experience. Additional public contact experience may substitute for education requirements up to two years.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 8-16-74

Revise MQ: 7-2-90