

Building Supervisor Job Description

- Supervising and participating in preventive maintenance of buildings, including floors, walls, ceilings, doors, windows, locks, fixtures, and furniture
- Supervising the performance of all student employees on duty and enforcing employee policies
- Checking grounds, buildings and equipment, and recording need for repair and replacements and reporting the same
- Providing clear and complete documentation of all activities within facility and giving orientations to rental groups as necessary
- Enforcing building and safety regulations, notifying proper maintenance personnel when facility problems arise and communicating to staff and patrons through communication systems
- Attending all meetings, training, and in-services as required, and being receptive to professional and personal development
- Planning and conducting a preventive maintenance program; training new employees; maintaining adequate levels of janitorial and maintenance supplies; as well as keeping records and preparing reports
- Working with student employees to maintain a clean and safe facility and ensuring duties are completed.