

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Building Manager Supervisor**

**Class Code: 80135**

**Pay Grade: GG**

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### **A. Purpose:**

Manages the cleaning operations and minor maintenance repair of the buildings maintained by the state by supervising building managers and custodial workers to maintain sanitary conditions and enhance the appearance of the buildings.

### **B. Distinguishing Feature:**

The Building Manager Supervisor is responsible for supervising Building Managers, Custodial Workers and trustees in the cleaning and minor maintenance repair of state buildings.

The Building Manager is responsible for a group of custodial workers and/or trustees at designated buildings and performs minor maintenance repair work that does not require a licensed or technical expert.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Supervises personnel by assigning and inspecting work to provide sanitary levels of cleanliness and to enhance the appearance of the building.
  - a. Interviews and selects staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary actions.
  - e. Conducts performance appraisals and completes performance documents.
2. Orders custodial supplies, materials and maintenance equipment to ensure an adequate inventory for subordinates to perform duties.
3. Assigns routine or low priority work orders to Building Managers to ensure the safe and continued operation of the building.
  - a. Assigns and determines the work orders to be accomplished.
  - b. Performs building audits and tracks progress of work orders.
4. Monitors the budget for custodial service and routine maintenance supplies and equipment to ensure compliance with budgeted amounts.
5. Monitors buildings to ensure personal property safety.
  - a. Checks buildings for unlocked doors and windows; unauthorized visitors; vandalism; fire and other hazardous conditions.
  - b. Reports security problems and hazardous conditions.
  - c. Provides information and assistance to the public.
  - d. Escorts unauthorized visitors from the premises.
6. Counsels and assists Building Managers on effective methods of supervision and effective ways to schedule and assign work.

7. Determines the need for and develops in-service training programs for staff to ensure all employees receive continuous training in custodial, routine maintenance repair and supervision techniques.
8. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to the Buildings and Grounds Manager. Supervises Building Managers, Custodial Workers and trustees.

**E. Challenges and Problems:**

Challenged to supervise and motivate personnel; scheduling personnel to meet constantly changing custodial needs; and providing ongoing training in the areas of supervision, time management, and custodial and minor maintenance techniques.

Problems include determining which employee is best suited for a particular job; dealing with absentee problems; resolving conflicts between subordinates; and resolving complaints from the staff or incumbents using the building.

**F. Decision-making Authority:**

Decisions include setting schedules for subordinates; designating work areas for subordinates; selecting the best time to perform major cleaning projects; ordering cleaning and maintenance supplies; determining if subordinates' work meet an acceptable standard; approving or disapproving leave requests; what minor repairs need to be made to the building; prioritizing the repairs; determining if repairs need to be accomplished by a licensed or technical expert; and determining the tools or equipment necessary to perform the repairs.

Decisions referred are termination of an employee, equipment purchases, when carpeting should be replaced, and repairs that need to be accomplished by a licensed or technical expert.

**G. Contact with Others:**

Daily contact with subordinates to give instructions and monitor their work; and weekly contact with supervisor to discuss any problems that need to be resolved.

**H. Working Conditions:**

As a supervisor the incumbent is exposed to the same hazards as the subordinates but not as often. Those hazards including slippery floors, using tall ladders, heavy lifting and moving, possible injuries from hand or power tools, and exposure to chemicals used to clean and disinfect.

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- building cleaning practices and procedures;
- mechanical and semi-automated cleaning equipment; disinfectants and cleaners;
- floors and floor finishes;
- routine electrical, plumbing and maintenance work;
- proper use of hand and power tools; and
- effective methods of supervision.

Ability to:

- establish and maintain effective supervisory relationships;
- plan and schedule work;
- operate and repair cleaning equipment;
- use a variety of hand and power tools; and
- keep records.