

GENERAL SERVICES SUPERVISOR**NATURE OF WORK**

This is supervisory work and inspectional work in ensuring that contracted custodial, maintenance, and leased services are provided according to specifications.

Work involves responsibility for supervising and inspecting cleaning, extermination, and mechanical repair work provided on contract, investigating complaints of violations, and resolving differences through discussions with contractors. The employee of this class is also responsible for establishing and maintaining operational procedures and organization for the Lock and Key Stores sections. Work is performed independently under general instruction from a superior who outlines policy and objectives. Work is reviewed through conferences, written reports, and on the basis of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Inspect buildings and vehicles to ensure compliance with approved contract specifications; investigates complaints of violations, and does follow-up as required; makes periodic reports on contract progress.

Maintains liaison with contractors; replies to telephone and written enquiries related to contracts; reviews and assesses existing contract specifications; develops and recommends modifications and improvements; participates in contract negotiations; prepares annual contract estimates.

Supervises the operations of the Locksmith Shop; authorizes lock changes and the issuance of keys.

Oversees the operation of the Departmental Stores section; ensures that stock is maintained at pre-determined levels.

Attends seminars and conferences; advises architects, contractors, and Department officials on needs relating to building hardware such as locks, security devices, hinges, tiles, and partitions.

Operates blueprint machine; ensures that the necessary changes are made to departmental blueprints and related drawings.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in the maintenance of vehicles and buildings; experience in the locksmith trade at the journeyman level; graduation from high school; or any equivalent combination of experience and training that provides the following knowledge, abilities, and skills.

Considerable knowledge of methods and procedures employed in vehicle and building maintenance, cleaning practices, equipment, and supplies.

Considerable knowledge of tools, equipment, and practices used in the locksmith trade.

Considerable knowledge of methods and practices of stores operations.

Knowledge of University policies, organizations, rules, regulations, and procedures relating to purchasing, inventory control, lock and key systems, and contracted services.

Ability to inspect maintenance and custodial services for conformity with specifications.

Ability to develop and maintain good relations with contractors, associates, and staff.

Ability to provide necessary instruction and coordination as to duties and operations of the Lock and Key and Stores sections.

Ability to read and interpret blueprints and drawings accurately.

Ability to operate blueprint machine.

Skill in the use of standard tools and equipment of the locksmith trade.

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