

RESIDENCE MAINTENANCE SUPERVISOR**NATURE OF WORK**

This is manual, clerical and supervisory work in Student Housing.

Work involves supervising and participating in the inspection of residences, apartments, rooms and facilities within the Student Housing Complex to ensure the preservation of Student Housing property, equipment and appliances and their proper functioning and that acceptable standards of cleanliness and order are maintained. Work also involves receiving and disposing of a variety of complaints and expediting requests for services. Supervision is exercised over a small staff of subordinate personnel and student assistants. Work is performed under the general supervision of an administrative superior and is reviewed through reports and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in the inspection of residences, apartments, rooms and facilities to ensure that they are being properly used, maintained and cleaned and to check the results of work; reports need for improvement in contracted services.

Supervises and participates in the issuing of linen, blankets, bedspreads, keys and other miscellaneous supplies to students; ensures that each student receives and returns approved allocation and that charges are prepared for loss and unnecessary damage.

Ensures that washers, dryers and other appliances receive regular servicing and repairs; initiates work orders for repair services regarding electrical problems, broken windows, damaged doors and walls.

Determines need for and requisitions linen, sporting equipment, custodial materials and supplies; maintains records of equipment and materials.

Arranges for the cleaning of linen, blankets, bedspreads and drapes as well as the delivery of internal mail.

Directs the setting and arrangement of rooms for meetings and other student and faculty functions.

Participates in student registration activities and the development of student recreational programs.

Prepares periodic reports of work performed.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in the operation and maintenance of a residence complex including supervisory experience; graduation from high school preferably supplemented by college or university level course work in business or hotel management or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of materials, methods and practices used in providing maintenance and housekeeping services for residential complexes.

Considerable knowledge of University policies, regulations and procedures regarding the operation of the student housing program.

Considerable knowledge of office practices, procedures and equipment.

Ability to maintain clerical records and to prepare reports from such records.

Ability to supervise the work of students and subordinate personnel.

Ability to use independent judgement in making decisions.

Ability to establish and maintain effective working relationships with faculty, staff and students.

Physical strength sufficient to perform heavy manual tasks.

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