

Position Title	Supervisor	Classification
Maintenance Supervisor	Facilities Administrator	Nonexempt
Signature	Date	Signature
		Date

Purpose of position: Provides cleaning and related maintenance services in as assigned

Specific duties and responsibilities:

- Supervise and confirm as directed completion of assigned tasks to all outside contractors
- Report needed facilities repairs or requests to the facilities administrator
- Must be able to read and interpret written and oral instructions and to communicate clearly with faculty, visitors, and supervisors.
- Must be able to carefully follow all safety and personnel rules and regulations.
- Able to be fully accountable for building keys and badge access cards
- Perform other duties as assigned

Qualifications

- Previous experience with janitorial tasks including floor care, kitchen and bathroom cleanliness, window cleaning, trash removal, and other means of ensuring cleanliness of facilities preferred.
- Ability to perform light electrical, plumbing, landscaping, painting, and HVAC tasks as assigned
- Thorough knowledge of cleaning materials, equipment, and techniques and their safe application
- Must possess a high school diploma or equivalent
- Must be able to work nights and weekends as needed
- Must possess a valid Tennessee drivers license
- Must be able to pass a background check successfully

Other

- Must be comfortable working at heights and in confined spaces
- Must be able to lift 80 lbs and complete repetitive tasks
- Must be able to walk the property several times daily