

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**Minnesota North College – Vermilion Campus**

|   |   |
|---|---|
| <b>Employee Name:</b>   | <b>Position Control Number:</b>                             |
| <b>Department/Division:</b> Facilities  | <b>Classification Title:</b> Facilities Services Supervisor |
| <b>Prepared By:</b> Dave Marshall   | <b>Working Title:</b> Building and Maintenance Supervisor   |
| X Non-Exempt<br><input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative | <i>If Exempt, attach required documentation</i>             |
| X Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited   | If seasonal, list months during the season worked           |
| X Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent<br>Percent if not full-time _____ %  | <b>Date Prepared: April 2025</b>                            |

|   |             |  |             |
|---|-------------|--|-------------|
| This position description accurately reflects my current job. |             | This position description reflects the employee's current job. |             |
|   |             |  |             |
| <b>Employee Signature</b>                                     | <b>Date</b> | <b>Supervisor Signature</b>                                    | <b>Date</b> |

**POSITION PURPOSE**

This position will direct and supervise the facilities management and general services operations of the Vermilion campus. This position is responsible for maintaining the delegated budget for the buildings and grounds. Additional responsibilities include the coordination of activities involving minor building projects and renovations to the campus (i.e. preparing bids and contracts and monitoring all repairs, contracts, and remodeling activities), all physical plant needs for special events, and other facilities/grounds activities. This position is responsible for the supervision of all custodial, maintenance, and grounds personnel and cleaning the facility and upkeep of the grounds or completing maintenance of building.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

**1. Lead, supervise, and direct personnel.**

- Adhere to all labor contracts within the department, and hear/adjust concerns/grievances.
- Determine work priorities and assign responsibilities to employees to meet those priorities.
- Provide essential personnel functions such as daily supervision, training, evaluation, assigned work and overtime, professional development, work schedules and coordination of maintenance functions so that assigned duties are performed in an efficient, accurate, and courteous manner.
- Conduct regular staff meetings to ensure consistent communication and progress on activities/goals.
- Participate in the hiring process and make recommendations for hire.
- Administer application of labor contracts and College procedures and policies in a fair and equitable manner. Provide all supervisory tasks by established equal opportunity and affirmation, non-harassment, and employee safety policies and procedures.
- Develop and implement a staff support pool to provide backup to the critical operations of the campus during periods of illness, leave, or unusually high demand for services so that a consistently high level of service can be maintained for the campus.

**Priority: Essential      Percent of Time: 35%**

**2. Coordinate staff and outside vendor resources to ensure the care and maintenance of campus**

**facilities and grounds so as to provide a work environment which is clean, safe, and aesthetically pleasing to campus staff, students and the public.**

- a) Coordinate and supervise the maintenance of the campus grounds including lawn, landscaping, sidewalks, driveways, parking areas, and snow removal.
- b) Develop and implement regular and standardized inspections of the campus building and grounds so as to identify safety, cleanliness, maintenance, and aesthetics problems quickly.
- c) Plan, coordinate, and supervise identified facilities repairs and maintenance through use of staff or outside vendors.
- d) Perform cleaning and maintenance functions.

**Priority: Essential      Percent of Time: 15%**

**3. Direct, coordinate, and supervise the basic building services of the campus.**

- a) Develop and implement operating procedures which will ensure the most effective delivery of basic building services to all areas of the campus such as conference rooms, classrooms, offices, equipment reservations, and parking enforcement.
- b) Direct and coordinate a campus-wide system for the collection and disposal of waste and recyclable materials.
- c) Provide liaison with the campus and night security personnel in matters affecting the daily operations, comfort, and security of the campus.
- d) Provide coordination and implementation of OSHA and other safety/health issues relative to facilities.

**Priority: Essential      Percent of Time: 20%**

**4. Provide hands-on supervision and control of special projects in the areas of facilities management and general services so that projects are completed as scheduled in a cost-effective manner with a high level of customer satisfaction.**

- a) Meet with the Facilities Director and Vice President of Finance & Operations to plan and schedule facilities projects and space allocation.
- b) Provide on-site supervision and control of facilities projects as delegated by facilities director and provide direction in the event of unexpected problems so that they are completed as planned and on schedule.
- c) Assist Facilities Director with project management on larger projects

**Priority: Essential      Percent of Time: 10%**

**5. Administer the vehicle fleet program of the campus.**

- a) Manage the maintenance of the vehicles of the campus so as to provide a high level of service to campus staff in the most cost-effective manner possible.
- b) Direct the inspection and maintenance of the campus fleet so as to provide vehicles which are safe, clean, and in good working order.
- c) Supervise and direct the collection of vehicle usage data and to use it as a tool for managing the vehicles.

**Priority: Essential      Percent of Time: 5%**

**6. Oversee safety related procedures and documentation at assigned campus locations. Oversee portions of assigned budget management.**

- a) Oversee and manage the campuses facilities budget and ensure all purchases are completed within budget restrictions.
- b) Coordinate the ordering of necessary cleaning and maintenance supplies for the department and assist others with the purchase of furniture and facilities related items.

- c) Coordinate and assist with safety related drills.
- d) Coordinate and monitor safety related procedures and documentation including:
  - Safety Data Sheets.
  - Automated External Defibrillator (AED).
  - OSHA and MPCA regulations including hazardous waste documentation and removal, eyewash station inspections, fire safety equipment inspections, lift inspections, emergency lighting, elevator inspections.
  - Be a member of the Campus Safety Committee for each supervised campus and assist with coordination of the meetings.

**Priority: Essential**

**Percent of Time: 10%**

**7. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.**

**Priority: Secondary**

**Percent of Time: 5%**

**Minimum Qualifications**

- Experience in supervisory or leadwork for facilities and/or building management.
- A working knowledge in areas such as cleaning methods, carpentry, building repairs and small equipment maintenance.
- Effective communication skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Ability to act independently and make decisions accordingly.
- Ability to manage a budget.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Strong interpersonal/human relation skills.
- Valid Driver's License.

Physical health and endurance sufficient to perform work functions.

- Ability to perform work functions using ladders and scaffolding, etc.
- Ability to move/transport 50 lbs regularly and 50-100 lbs on occasion (with assistance as available).
- Capable of frequent moving, ascending, descending and transporting.

**Preferred Qualifications**

- Knowledge of campus staff operations, building systems and capabilities, and college policy and procedure.
- Possess a First-Class C Boiler Engineer License.

**RELATIONSHIPS**

**This Position Reports to: Physical Plant Director**

**Supervises:** General Maintenance Workers  
 General Repair Workers  
 Building Maint Lead Workers  
 Plant Maintenance Engineers  
 Student Workers

**Internal and External Clientele and Purpose of Contact**

Administration, Students, Faculty, Staff, General Public, Private Contractors/Vendors, City and County staff, local law enforcement.

**Problem Solving**

Problem solving and creativity are essential to the success of the person in this position. This position exists as the primary troubleshooter for a host of facilities and general services problems which arise without warning and which must be addressed promptly and creatively in order for a high level of customer service and satisfaction to be maintained. Additionally, this person will need to be able to effectively problem solve and plan for necessary work in the short and long-term

**FREEDOM TO ACT**

**Budget:** As Assigned

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.*