



JOB TITLE: Building Service Supervisor
Department: Facility Management
Reports To: Building Service Manager

POSITION SUMMARY: The Building Service Supervisor oversees all shift personnel. Accountability is to the Building Service Manager and Facility Manager.

DUTIES:

- Schedule staff appropriately based on event and show activity in the facility.
- Supervise and direct duties of shift personnel to include housekeeping and grounds employees.
- Supervise contractual labor.
- Required to work flexible hours based the needs of the facility.
- Assist with snow removal as needed.
- Supervise the handling of all cleaning supplies.
- Ensure all equipment is stored properly.
- Keep accurate weekly inventory count.
- Issue staff disciplinary actions as required.
- Make recommendations related to hiring, firing or other changes in employee status.
- Other duties as assigned by Building Service Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be skilled in oral and written communication. Familiarity with OSHA regulations regarding use and storage of chemicals along with knowledge of cleaning methods, materials, and equipment. Knowledge of labor contracts. Must be able to work flexible hours including evenings and weekends.

EDUCATION/EXPERIENCE:

Associates degree from two-year college or university: or one to two years related experience and/or training: or equivalent combination of education and experience.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Knowledge of cleaning methods, materials and equipment.
- Knowledge of the operation of mechanical cleaning equipment, and snow removal equipment.
- Knowledge of OSHA regulations regarding use and storage of chemicals.

SUPERVISORY RESPONSIBILITIES:

This job supervises a shift of approximately 15 to 25 part-time and full-time personnel.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant standing, walking and climbing stairs. Occasional stooping, kneeling and repeated bending. Constant work with cleaning chemicals.

Individuals interested in applying for this position should submit a resume or application to the Human Resources office no later than February 15, 2019.

Address:

**Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Ave
Indianapolis, IN 46225**

