

PLEASE POST/CIRCULATE/SHARE/DISCUSS

**ASSISTANT SUPERVISOR – BUILDING SERVICES
PHYSICAL FACILITIES DEPARTMENT**

This position leads custodial crews, covers for absent custodians, delivers supplies and equipment to Custodians in different buildings, plus does set-ups for University activities. All of this is done to assure a smooth and efficient environment.

DUTIES AND REQUIREMENTS:

Duties and requirements include but are not limited to all standard custodial duties; trains new employees through example and quality work; leads custodial crew for special projects. Directs Lead employee in coverage cleaning for absent CSW I's in their assigned buildings. Obtains supplies from the warehouse and delivers them to locations assigned by the Manager/Building Services. Provides custodial services for events held by outside groups or special college related events which take place on the weekends. Performs other duties as required.

REQUIREMENTS:

Must have thorough knowledge and experience in basic cleaning and housekeeping duties. Must have the ability to lift 25 to 30 pounds, read product labels and follow simple instructions. Experience in basic janitorial duties is required and you must have a valid driver's license. Must have some supervisory and management skills.

SALARY: Pay Grade 11 - Entry Level - \$21,107.00

CLOSING DATE: November 20, 2009 Internal Posting

Apply by submitting application to:

West Virginia State University
Human Resources Department
P.O. Box 1000; A101
Institute, WV 25112-1000

**ALL QUALIFIED APPLICANTS WILL BE ADDED TO OUR RESOURCE
BANK FOR FUTURE VACANCIES
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
November 6, 2009**