

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

Position Title: Student Supervisor
Must work 15 hrs/wk.

1 Grade Level: 5

2a Description: The following are the essential duties for a Student Supervisor in the Dormitory Maintenance/Zones office of the Facilities Management Department:

- A. Be responsible for the maintenance program.
- B. Make independent decisions on application of policy.
- C. Accept management responsibility.
- D. Perform maintenance repairs with skill.
- E. Perform other job-related duties as assigned.

2b Description: The following are *possible additional* duties for this position:

- A. Supervise other students.
- B. Take responsibility for the work of students supervised.
- C. See that the workplace and environs are clean.

3 Learning Opportunities:

- A. Develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.
- B. Supervisory and management skills.
- C. Creativity and awareness on the job.
- D. Leadership.
- E. Advanced training in carpentry, electrical work, and plumbing.

4 Basic Qualifications:

- A. General:
- B. Skill: Highly skilled in maintenance and leadership of a team of students.
- C. Physical: Able to lift heavy loads.
- D. Academic: Be at least a junior in standing.

5 Desirable Qualifications:

- A. Ability to work as part of a team.

6 Narrative Summary: Student supervised a team of students doing dormitory maintenance. Student took responsibility for the maintenance program and for own and others' work. Student performed skilled repairs and made policy-level independent decisions.