

Requisition ID: 7059

Lead Facilities Attendant

Job Summary

This is an overnight position (midnight – 8 am) to provide facilities and customer support overnight in Purdue's 24-hour Libraries, as well as supervisory responsibilities for the other overnight Facility Attendants. Monitor entrance and departure of users. Write reports of nightly activities and irregularities. Monitor security cameras. Circulate among visitors, patrons and employees, traversing the building regularly to preserve order, observing customers, and answering questions. Answer phone calls. Warn persons of rule infractions or violations. Submit facilities work requests to building deputy or supervisor, documenting conditions as necessary. Take assessment data. Call police, fire or other first responders in cases of emergency. Report suspicious activity as directed. Supervisory responsibilities include day-to-day supervision, scheduling, training, hiring, approve time sheets. Respond to afterhours emergencies. Reports to Director of Libraries Facilities.

Required:

- High school diploma/GED
- Four years of customer service experience
- Supervisory experience
- Excellent written and oral skills
- Self-motivated and dependable
- Ability to exercise sound judgement
- Ability to work autonomously and handle issues in a timely manner and emergency situations calmly
- Computer skills with Microsoft Office products; email and smartphone experience
- Ability to drive golf cart around campus

Preferred:

- Some University level courses
- Knowledge of Purdue University buildings

Additional Information:

- The hours for this position are midnight – 8 am, some weekends may be required
- This was formerly classified as an operational/technical position; an internal lateral transfer will retain same benefit standing
- Purdue will not sponsor employment authorization for this position
- A background check will be required for employment in this position

- FLSA: Non-Exempt (Eligible For Overtime)
- Retirement Eligibility: Non-exempt Defined Contribution Plan
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply