Senior Facilities Supervisor Position Description

About Boston College and the Office of Residential Life

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President and Director of Residential Education and Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 192 RAs, and 20 additional student employees.

Basic Function and Responsibility

The Senior Facilities Supervisor is responsible for the inventory and installation of all furniture and furnishings in the residence halls. This includes student residence hall rooms, apartments, suites, lounges, and all common areas.

Primary Areas of Responsibility

The Senior Facilities Supervisor is responsible for the inventory of all furnishings, determining yearly replacement needs, and maintaining accurate inventory data pertaining to items in the off-site warehouse and in the approximately seven storage locations within the residence halls.

The Senior Facilities Supervisor provides assistance to the Assistant Director of Facilities as necessary in the maintenance and preparation of student rooms housing over 7,500 resident students during the academic year and summer months.
This position is directly responsible for all activities related to the off-site warehouse. This includes maintaining order and control within the space, coordinating deliveries, and working with the Facilities Warehouse Supervisor as necessary. The Senior Facilities Supervisor also recommends replacement furnishings to be purchased.

The Senior Facilities Supervisor's responsibilities include responding to student furniture work order requests and the replacement of residence hall furnishings. The Senior Facilities Supervisor functionally supervises two Facilities Supervisors and 15-40 student employees comprising the work crew for the facilities area. This position coordinates and delegates daily work schedules.

This person maintains all student lounge and common areas which includes making recommendations for better use of space, necessary furnishings needed to improve the space, as well as reporting all maintenance and housekeeping issues. The position is responsible for conducting ongoing inspections and evaluations of all resident housing facilities.

Occasional evening and weekend work is required, including, but not limited to, residence hall opening and move-in, closing and move-out, large programs and events a few times during the summer, and emergency situations

Qualifications

- Comprehension and appreciation of the Jesuit values and mission, and the traditions and heritage of Boston College
- Demonstrated knowledge and commitment to issues of equity, diversity, and inclusion
- Strong leadership, communication, and interpersonal skills
- Ability to work in a fast paced, higher education environment
- Eligible for a valid Massachusetts driver's license
- Excellent supervisory, organizational, and decision making skills
- Moving experience, and must be able to lift, carry, and move large furniture items
- Knowledge of and ability to make basic repairs to furnishings
- Solid work ethic and the ability to work independently
- Previous experience in university housing or residential life preferred

Boston College conducts background checks as part of the hiring process.

Boston College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected category including disability and protected veteran status. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office of Institutional Diversity at http://www.bc.edu/offices/diversity.