

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

POSITION DESCRIPTION

POSITION TITLE: Building Operations Lead
SUPERCEDES: Senior Building Services Specialist
GRADE: 8 Lead
REVISION DATE: 7/31/2026
SUPERVISOR: Executive Director of IT & Operations or Designee

GENERAL SUMMARY & PURPOSE:

The Building Operations Lead will provide assistance to the Executive Director of IT & Operations or Designee in guiding the Building Operations Assistants in the support and maintenance of all of the Wayne RESA Campuses (including the Education Center, Burger Baylor, the Annex, and any other Wayne RESA-owned facilities). The Building Operations Lead will provide leadership in the areas of custodial operations and operating Audio/Visual equipment. In addition, the Building Operations Lead will provide alternating on-call coverage for all the Wayne RESA Campuses.

This position includes all duties assigned to the Building Operations Assistants and provides routine building services, support, and maintenance to the Wayne RESA Campuses. This position requires frequent contact with Wayne RESA staff in regard to building services, maintenance, and to provide for the health and safety of employees, and direct contact with event attendees. The Building Operations Lead will also regularly work with contractors and outside common carrier employees as well as post office personnel in the shipping and receiving areas.

The position requires the ability to accurately follow written and verbal directions and to perform assigned duties in an efficient and safe manner. The work requires stamina and the physical abilities necessary to carry out the requirements of the job.

Activity often involves carrying out numerous varied assignments during the workday. The Building Operations Lead should have basic mechanical skills and have the ability to operate or learn to operate mailroom and computer technology, as well as the equipment necessary for grounds and building maintenance.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Provides on-call coverage for Wayne RESA Campuses
- Provides assistance for the operation of audio/visual equipment
- Provides custodial operations leadership
- Receives items delivered to Wayne RESA Campuses
- Loads and offloads supplies and materials; unpacks materials and arranges for delivery or storage as stock at Wayne RESA Campuses
- Completes all necessary paperwork related to the procurement, receiving, distributing, and/or storing equipment, supplies, or materials received by Wayne RESA
- Organizes and maintains the receiving area and stockroom locations
- Completes preventative maintenance and/or small repairs on related equipment and facilities
- Assists during physical inventories
- Moves equipment, furniture, files, etc. as needed
- Prepares outgoing shipments for common carriers and arranges for their timely dispatch
- Receives, sorts, and delivers all incoming mail to Wayne RESA Campuses
- Processes outgoing mail for mailing; completes all required mailroom recording and paperwork, including computerized shipping manifests
- Maintains supplies in stockroom (restocking shelves); delivers supplies to the Wayne RESA Campuses
- Arranges furniture in meeting/conference rooms according to Event Management System requests
- Participate in general maintenance of the Wayne RESA Campus grounds (lawn trimming, leaf raking, weeding, snow/ice removal, window washing, trash pick-up, etc.)

- Carries out building maintenance assignments, i.e., changing light bulbs, adjusting clocks, repairing furniture, lubricating equipment, etc.
- Provides requested custodial support, i.e., sweeping, vacuuming, moving furniture, file cabinets, etc.
- Maintains working knowledge and location of smoke alarms, access control, burglary prevention/safety systems, HVAC system, and computer systems
- Provides access to authorized visitors to the Wayne RESA Campuses
- Makes pick-ups and miscellaneous supply deliveries, using own personal vehicle
- Initiates stock orders
- Participates in ongoing in-service skills development activities and training programs of a technical or professional development nature
- Provides relief for the front desk Administrative Assistant – Reception/Event Services
- Supports building security (including opening and closing the building at designated times)
- Regular and predictable attendance
- Performs other duties as assigned

QUALIFICATIONS:

Education

- Associate degree or two (2) years of related experience required
- High School Diploma or equivalent required

Experience

- A minimum of two (2) years of experience related to building and grounds maintenance required
- One (1) year of experience in shipping and receiving preferred
- Demonstrated experience and familiarity with computers and business-related software
- Experience and knowledge to lead custodial services
- Experience and knowledge to troubleshoot audio/visual equipment for events

Skills and Training

- Excellent communication and interpersonal skills required
- Demonstrated experience working with diverse populations
- Demonstrated mechanical aptitude
- Must possess and maintain a valid Michigan Driver's License
- Stamina and physical capabilities necessary to carry out the listed duties and responsibilities, including repetitive lifting and moving of up to 50 pounds
- Proficiency in using the Microsoft Windows desktop operating system and Windows-based software

Tested Skills

- Mechanical Aptitude test
- Basic Computer Skills test

USE OF THIS POSITION DESCRIPTION:

This position description is not intended and should not be construed to be an exhaustive list of all the duties, responsibilities, skills, efforts, or special conditions associated with this position.

Date of Position Creation - 9/1/2022 peo