

**Campus Services Supervisor  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=258407>

Downloaded On: Aug. 20, 2025 7:07am

Posted Jun. 18, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Campus Services Supervisor
<b>Department</b>	Operations Division
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 18, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21990?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21990?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

The Operations Division at Tufts includes facilities, design and construction, campus and capital renewal planning, real estate, campus safety, dining, auxiliary services, and other related services on multiple campuses across 5.8 million square feet in 250 buildings. Operations services four campuses in Massachusetts: the main campus in Medford/Somerville, the health sciences and SMFA campuses in Boston and, the veterinary school campus in Grafton.

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The Operations Division supports Tufts University's mission in teaching, research, and clinics by providing stewardship, recommendations, services and advice in its primary areas of obligation: optimizing use of space and real estate, strategic and responsible management of the built environment, creating a secure campus environment and infrastructure, promoting best-in-class sustainability practices and policies, and creating exceptional community experiences that enhance Tufts' reputation and brand.

The Facilities Management Department employs approximately 150 staff members including a unionized trade, grounds, labor force with outsourced custodial services. The annual operating budget is \$120M, including \$60M in capital renewal.

### **What You'll Do**

Reporting to the Campus Services Manager, the Campus Services Supervisor plays an essential role in overseeing the management of labor resources for facilities support services area and facilities management department; the planning, support, and execution of campus events; and the university waste disposal operations.

- This position manages the labor staff, responsible for related tasks and their execution and ensures that the university's waste management system runs efficiently.
- The supervisor is responsible for overseeing the logistics, planning, and execution of campus-wide moves, and ensures that transitions within the university's facilities are efficient and organized, whether for routine office relocations, renovations, or special events.
- The position is responsible for the on-site management of the campus solid waste and recycling services and contracts.
- Their work supports sustainability efforts, health and safety protocols, and environmental regulations.
- The supervisor directs a team of union employees and a coordinator position to maintain an efficient and well-organized campus environment.
- The Campus Services Supervisor works closely with the Grounds Manager and Events Operations Coordinator to ensure all University needs are fulfilled.

### **What We're Looking For**

#### **Basic Requirements:**

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Knowledge and experience typically acquired by:

- Knowledge and skills as typically acquired through completion of an associate's degree and two (2) years' experience and/or equivalent combination of education and experience
- One (1) year of experience managing a team of employees
- Experience in waste management, facilities management, or a related field, especially in a supervisory capacity, is required
- Proven ability to work in a fast paced and team-spirited environment
- Demonstrated proficiency in teamwork, problem solving and diplomacy
- Experience and proficiency with computerized maintenance management systems and typical software required for the position
- A valid driver's license

### **Preferred Qualifications:**

- Experience with sustainability and environmental programs, particularly in a university or large institutional setting
- Experience working at a higher educational institution and/or non-profits, or a private firm serving institutional clients
- Experience managing team of staff members, both internal and external consultants, and working on multiple projects in differing stages at one time
- Understanding of operations, maintenance, and data analysis/evaluation
- Experience with Maximo or other similar Computerized Maintenance Management Systems (CMMS)
- Possess a MA 2B hoisting license within one year of hire date

### **Work Schedule Requirements:**

- The role will be based on the Medford/Somerville Campus
- This job involves responsibilities that are performed in an on-site working environment
- This position's schedule generally works Monday – Friday: 7:00 AM to 3:30 PM
  - Any flexible work arrangements can be amended or terminated by a manager with reasonable notice if work requirements or business needs change
- The Campus Services Supervisor, as part of the Campus Services Management team is considered essential personnel

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- They, will be expected to plan, schedule, and manage snow removal and other weather incidents on site and in real time as well as be present for numerous after hours and weekend special events including but not limited to Commencement, Matriculation, Alumni Weekend, Parents Weekend, Reunion Weekend and Community Day

### **Pay Range**

Minimum \$64,550.00, Midpoint \$80,700.00, Maximum \$96,850.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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