



Position Title:	Services Supervisor I	Job Code:	3201-00E
Reports To:	Director	Job Group:	PENC
Department:	Public Safety	Salary Grade:	13
Prepared By/Date:	Carol Flynn/05-2006	FLSA Status:	Exempt
Approved By/Date:	Martha Garrity/05-2006		
Revised:	Jennifer C. Brito/05-08-2009		

Summary:

The Campus Services Supervisor I reports directly to the Director of Administrative Services and is responsible for the direction of all the custodial, security, mail center, and certain aspects of grounds and building care.

Essential Duties and Responsibilities:

- Provides administrative support to Campus and performs routine budgetary functions.
- Supervises the Copy Center staff and student assistants of the Administrative Services area.
- Exercises direction and control through the supervisors of out-sourced agencies for custodial and security services. Work is reviewed by officials through inspections and consultation with Campus officials.
- Plans, assigns, and reviews the work of external contractors performing routine and specialized tasks; preparing work schedules as appropriate; and reviewing operational problems and determining corrective action.
- Assists the Director in developing work with the contracted external agencies; assuring that routine reports required by Miami Dade College are prepared accurately.
- Prepares on-line Campus Odyssey finance transactions; maintains a Campus facilities database; and initiates and follows-up on maintenance requests.
- Makes recommendations concerning the selection and procurement of supplies and equipment as required.
- Maintains inventory records; prepares reports concerning operations and charge backs; prepares data and maintains the budget for the Mail Center, Copy Center, Campus repairs/maintenance contracts.
- Assists in negotiating maintenance contracts and repairs with all companies concerned.
- Maintains the Campus warehouse/storage; monitors the Campus inventory by keeping direct contact with the various departments; prepares and submits plant maintenance work requests, Campus Services work requests and Quick Job requests; follows up and makes necessary clarifications/arrangements.
- Updates the facilities and personnel database; periodically (monthly) distributing of reports to internal divisions; prepares payrolls; maintains Campus crime statistics report (Clery Act) on a monthly basis; and assists in facilities lease/rental arrangements with external agencies.
- In the absence of the Director of Administrative Services engages in any and all required high-level maintenance follow-ups; coordinates any special rush requests; prioritizes new maintenance/repair requests by applying basic decision rules concerning health & safety, academic goals, and work environment (efficiency/effectiveness).
- Ensures quality control, short turn-around times, prevents items from “falling through the cracks” and other important aspects of facilities management.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of MDC policies and procedures, goals and objectives and knowledge of the College's on-line system (Odyssey) preferred.
- Knowledge of security and safety measures applicable to College operations.
- Knowledge of housekeeping methods and materials.
- Knowledge of US Postal Services and copy machines.
- Knowledge and ability to apply multiple computer applications (i.e. Microsoft Office, Excel, Access, PowerPoint, and Odyssey Payroll/Finance) and be able to generate computer reports to maintain records and monitor activities.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to express ideas and instructions clearly and concisely, both verbally and in writing.
- Ability to coordinate several tasks at the same time.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily.

- Associate's degree (A.A.) or equivalent from two-year College or technical school and eight (8) years of related experience
- Minimum of three (3) years experience in the field of custodial maintenance or security services and supervisory responsibility for clerical personnel required; or equivalent combination of education and related experience.
- Must be able to work a flexible schedule that may include periodic evening and weekend assignments.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name