



Position Title:	Services Supervisor II	Job Code:	3202-00E
Reports To:	Director	Job Group:	PENC
Department:	Administrative Services	Salary Grade:	14
Prepared By/Date:	Carol Flynn/04-2006	FLSA Status:	Exempt
Approved By/Date:	Martha Garrity/05-2006		
Revised:	Jennifer C. Brito		

Summary:

The Campus Services Supervisor II is responsible for the direction of all the custodial, security, mail center, and certain aspects of grounds and building care for a large sized campus.

Essential Duties and Responsibilities:

- Plans, assigns, and reviews the work of subordinate supervisors engaged in supervising employee on assigned shifts performing routines and specialized Public Safety tasks.
- Directs subordinate supervisors in housekeeping tasks.
- Prepares work schedules and assigns employees or supervisors to work areas; assists supervisors in planning work and schedules.
- Performs and supervises the performance of required building inspections concerning matters of housekeeping, security, and safety; determines and supervises corrective action.
- Interviews and selects personnel for employment and maintains limited personnel data on employees.
- Prepares data for budget preparations.
- Ensures maximum effective use of time, labor, and procurement of supplies and equipment.
- Coordinates and supervises training programs.
- Makes recommendations concerning the selection and procurement of supplies and equipment; maintains inventory records; prepares reports concerning operations.
- Performs related duties as required.

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.
- 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 analyze time, and labor requirements to obtain highest utilization.

- 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; talk or hear; and stand and walk.

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 nine (9) years of related experience
- Minimum of four (4) years of management experience in the field of custodial maintenance, security services or plant operations; or equivalent combination of education and related experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name