



Position Title: Campus Services Assistant Supervisor
Reports To: Director
Department: Administrative Services
Prepared By/Date: Monique Harris/6-29-2010
Approved By/Date: Tania Garcia/6-29-2010
Revised: Jennifer C. Brito/7-6-2010

Job Code: 4209-00E
Job Group: SNE
Salary Grade: 13
FLSA Status: Non-exempt

Summary:

The Assistant Supervisor of Campus Services is responsible for the direction and supervision of all custodial, mail center, Copy Center staff, Administrative Services area, student assistants, and certain aspects of grounds and building care.

Essential Duties and Responsibilities:

- Provides administrative support to Campus routine budgetary functions.
- Exercises direction and control through the supervisors of out-sourced agencies for custodial services.
- Plans, assigns, and reviews the work schedules as appropriate, reviews operational problems and determines corrective action.
- Assists director in developing work with the contracted external agencies.
- Assures that routine reports required by Miami Dade College are prepared accurately.
- Prepares on-line Campus Odyssey finance and transactions.
- Maintains a Campus facilities database.
- Initiates and follow-up on maintenance requests.
- Makes recommendations concerning the selection and procurement of supplies and equipment as required.
- Maintains inventory records and 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 various departments
- Prepares and submits plant maintenance work requests and Campus Services work requests.
- Follows up and makes necessary classifications/arrangements continuously updating the facilities and personnel databases.
- Prepares and inputs payroll into Odyssey
- Maintains Campus crime statistics report (per the Clery Act) on a monthly basis.
- Assists in the facilities lease/rental arrangements with external agencies and outreach (Tamiami Airport & MIA) centers.
- In the absence of the Director, 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).
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of operating systems, word-processing and computer software including Excel, Microsoft Word, and Windows.
- Knowledge of security and safety measures applicable to college operations.

- Knowledge and understanding of MDC policies and procedures, goals and objectives.
- Knowledge of US Postal Services and copy machines.
- Excellent communication and customer service skills.
- Excellent organizational and interpersonal skills.
- Ability to communicate orally and in writing.
- Ability to write routine reports and correspondence.
- Ability to generate computer reports to maintain records and monitor activities.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to analyze, evaluate, research invoices and compare to purchase order information.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to maintain effective interpersonal relations with students, faculty, and administration.
- Ability to meet and deal effectively with the public, and to use tact and good judgment.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

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 quiet.

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 10 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