

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 4:11:39 PM
Official Title:	Supervisor of Campus Services Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	753659
Job Family:	Physical Plant

### JOB SUMMARY

The Supervisor of Campus Services oversees and directs the work activities of Campus Services Workers and labor crews.

### NATURE OF WORK

The Supervisor of Campus Services is responsible planning, coordinating, supervising, and checking the work of labor crews and Campus Service Workers. Job responsibilities contribute to the accuracy, reliability, and acceptability of processes, services, or functions. Work is performed under general direction, working from established policies, objectives, and standards. This position exercises sound judgement in prioritizing, planning, and organizing own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances. Problems faced in this position are varied and occasionally ill-defined, requiring analysis and interpretation of the situation. Errors could result in moderate costs and inconveniences within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

#### Essential Functions

- Plans, assigns, and reviews the work of all assigned staff including subordinate supervisors engaged in supervising employees on assigned shifts.
- Prepares work schedules and assigns employees or supervisors to work areas.
- Reviews operational problems and determines corrective action.
- Makes recommendations concerning the selection and procurement of supplies and equipment.
- Maintains inventory records; prepares reports concerning operations.
- Prepares data and maintains budget for the operations.
- Ensures maximum effective use of time, labor, and materials.
- Coordinates and supervises training programs.
- Performs other job related duties as assigned.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

Education Level	Field of Study	Req	Pref	And/Or
High school diploma or GED		X		

#### Work Experience

Experience	Experience Details	Req	Pref

## Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3 year +	Directly related experience	X		