

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:23:07 PM
Official Title:	Assistant Supervisor of Campus Services Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	553177
Job Family:	Physical Plant

JOB SUMMARY

The Assistant Supervisor of Campus Services oversees the general cleaning of all assigned institutional buildings.

NATURE OF WORK

The Assistant Supervisor of Campus Services is responsible for ensuring appropriate shift staffing and the completion and quality of assigned tasks, as well as for supervising and directing the work of all assigned Campus Service Workers and Campus Service Worker Leads. 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

- Assists higher-level supervisors in planning work and preparing work schedules, as well as assigning employees to work areas.
- Reviews and ensures quality completion of all work of assigned staff, on assigned shifts.
- 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 assists in maintaining the 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

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

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Custodial experience	X		

Skills and Abilities

<i>Skill/Ability</i>	<i>Description</i>	<i>Proficiency</i>	
Ability to analyze and interpret financial data	This position also requires flexible availability, due to varying work shifts.		