

# JOB DESCRIPTION



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**Position Title:** Facility Services Supervisor

**Department:** Facility Services

**Employment Category:** Classified Staff

**Primary Location:** Douglas Campus or  
Sierra Vista Campus

**FLSA Classification:** Non-exempt

**Parameters:** 40 hours/week; 12 months/year

**Pay Grade:** CS13

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**Position Summary:** The Facility Services Supervisor is responsible for providing supervision and leadership to the custodial staff, assigning and evaluating work performance, managing and prioritizing work orders and for managing event setups and tear downs, conducting training and mentoring of staff on cleaning practices and techniques and proper use of cleaning agents, and performing routine cleaning of classrooms, restrooms, offices and other public areas as required.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership and supervision of custodial staff, including assigning and evaluating work performance, monitoring work to ensure quality, timeliness, and compliance with safety and other work activity standards

Schedules, assigns, and assists in the performance of the work of custodial staff, providing equipment and supplies to custodians, orienting and training staff on cleaning practices, techniques, and proper use of cleaning agents for compliance with safety standards to include infection control

Ensures staff awareness of the location of Material Safety Data Sheets (MSDS) and OSHA hazard communications; alerts staff on updates to all safety information and ensures staff are up-to-date on required training

Schedules, prioritizes, oversees, and performs special projects and work orders; responds to and resolves customer complaints or comments; cleans classrooms, offices, restrooms, and other public areas as required; schedules, oversees, and performs seasonal facility maintenance tasks such as floor stripping, refinishing and carpet cleaning

Oversees and performs event and activity set up and preparation for meeting areas, ensuring facilities are clean and attractive facilities

Monitors general condition of facilities and reports issues requiring special work orders; manages custodial supplies and inventory; restocks supplies and assures proper inventory of materials and equipment such as chemicals and cleaning supplies

Responsible for evaluating staff and makes recommendations regarding hiring, retention, advancement and corrective action or discipline as required

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Associate degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Four years' related experience, including two years' supervisory experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of supervisory principles, practices and techniques

Knowledge of cleaning practices and techniques

Knowledge of cleaning agents, equipment and supplies

Knowledge of the English language in order to follow written instructions and directions

Knowledge of college policies and procedures or ability to learn

Skill in supervisory practices and techniques

Skill mixing cleaning agents

Skill operating and using cleaning equipment and supplies

Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Skill in presenting ideas and concepts orally and in writing

Skill in basic computer use for data entry

Ability to learn and follow college policies and procedures

Ability to supervise and schedule the work of others

Ability to adapt to a dynamic work load and demands

Ability to make responsible judgment decisions that support customer satisfaction

Ability to perform record keeping and mathematical calculations

Ability to lift heavy objects and perform heavy manual labor

Ability to perform manual cleaning and related labor and to work continuous hours while standing

Ability to understand and follow verbal and written instructions using the English language

Ability to work independently and interact with others in an appropriate helpful manner

Ability to establish and maintain effective working relationships with fellow employees, supervisors, and the public

**Work Environment:** Work requires working early morning shifts and is primarily performed under limited supervision. Incumbent generally performs work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Director of Maintenance and Operations

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.