

CLASSIFICATION SPECIFICATION

Facilities Sanitation Supervisor

FT/PT Class Code: 7040, 7540 Pay Grade: B/C 10 FLSA: Non-Exempt Est. 07/01/12

SUMMARY STATEMENT: An incumbent is responsible for overseeing campus daily facilities sanitation operations, including supervising day and/or night shift facilities sanitation staff to ensure that the buildings and grounds are in a clean and orderly condition. In addition, an incumbent ensures that subordinates interact with students and staff in a professional and courteous manner.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor and supervises day and/or night shift subordinate facilities sanitation staff in ensuring that the inside and outside of buildings are maintained in a sanitary condition. A significant aspect of this work is assigning subordinates for maximum efficiency and inspecting and evaluating their work.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Supervises day and/or night shift facilities sanitation staff, including assigning, inspecting, and evaluating their work. Ensures that facilities sanitation work is performed according to institutional sanitation standards. Interacts frequently with students and assists them with directions and general inquiries and ensures that staff does the same.
2. Trains employees regarding institutional sanitation standards and any applicable College policies or procedures.
3. Ensures that relevant safety practices are followed and that any necessary documentation regarding sanitation activities is completed.
4. Recommends and implements any new or time-saving procedures in order to maintain maximum efficiency of facilities sanitation operations.
3. Estimates time and materials needed for facilities sanitation jobs and compiles cost data as needed.
4. Orders and controls inventory of supplies and services. Makes recommendations for any needed equipment.
5. Maintains time, attendance, and performance records of staff and prepares reports as needed.
6. Interviews, recommends, hires, and disciplines employees as assigned.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of repairs and preventative maintenance on sanitation equipment.
- ◇ Knowledge of methods and procedures in use and application of chemicals, solvents, etc.
- ◇ Ability to schedule, train, supervise and evaluate subordinates.
- ◇ Ability to maintain records and write reports.
- ◇ Ability to safely operate a motor vehicle and sanitation equipment.
- ◇ Ability to learn the materials, methods, and practices used in facilities sanitation work.
- ◇ Ability to learn the operation and care of vacuums, scrubbers, buffers, and other custodial equipment.
- ◇ Ability to make minor repairs and adjustments to building fixtures and equipment.
- ◇ Ability to operate and make simple adjustments to housekeeping/grounds equipment.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma and one (1) year of relevant experience; or other equivalent combination of education and experience.