

FACILITY SERVICES SUPERVISOR

General Definition of Work:

Performs difficult semiskilled work supervising the care, cleaning, and upkeep of County buildings. Work is performed under the general supervision of the Infrastructure & Asset Management (IAM) Director. Supervision is exercised over subordinate division personnel.

Essential Functions/Typical Tasks:

Supervising the care, cleaning, and upkeep of County owned and leased buildings and facilities; supervising the receipt, process and delivery of mail, packages, supplies, and library materials; checking progress of work; ordering supplies; overseeing office and meeting room set up; preparing and maintaining files, records, and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Responsible for employment, directing, training, and evaluating staff with substantial influence in employment decisions.
- Supervises work of general and specialized facility services employees; receives written and electronic work orders; assigns and schedules work of staff.
- Interviews and recommends applicants for hiring in the division.
- Resolves disputes among employees; counsels and disciplines employees.
- Trains new employees in procedures, policies, and job techniques.
- Ensures subordinates have adequate supplies to accomplish tasks; orders, receives, and delivers custodial supplies; maintains inventory of equipment, parts, and supplies.
- Reviews work of staff to ensure compliance with standards.
- Assigns and oversees building needs including conference and event room set ups, positioning of desk equipment in offices, deep cleaning of offices following staff transition.
- Assists with the preparation of the annual facility services budget and monitors expenditures of staff overtime, contract services, supplies, and equipment.
- Assists with the delivery of supplies; loads and unloads trailer.
- Oversees the delivery and retrieval of voting equipment.
- Performs facility services work when necessary.
- Assists with floor care, the installation of carpet and tile, and other similar tasks.
- Completes assigned work orders and necessary work order reports.
- Assigns and/or performs other facility services tasks as needed.
- Performs work during emergency disaster situations.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of building cleaning practices, supplies, and equipment; how to use supplies and equipment economically and efficiently; County cleaning processes and procedures; hazards and safety precautions associated with custodial duties. Ability to understand oral and written directions; plan and supervise the work of a large group of workers; read and write; perform heavy manual work; work independently; supervise other employees; interact professionally with a diverse group of workers and communicate effectively; and establish and maintain effective working relationships with associates, subordinates, and the general public. Requires computer skills and proficiency in Microsoft Outlook, Word, and Excel.

Education and Experience:

Requires graduation from high school, prefer college course work in a related field including business management and considerable cleaning experience. Prefer supervisory, commercial cleaning, and Green Seal Certified supplies experience.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards and atmospheric conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy. Position is essential as defined by the Inclement Weather Plan. Must have the ability to work a flexible schedule; requires some evening and weekends.