

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1996**

ASSISTANT SUPERVISOR OF PLANT SERVICE WORKERS

FLSA: NON-EXEMPT – PAY GRADE: 6 - C

GENERAL STATEMENT OF JOB

Employees in this category function as a crew leader/supervisor of assigned custodial and/or grounds maintenance personnel. Incumbent has previous experience, generally at the III level, or closely related. Employees in this class participate in all facets of plant service work under charge. Record keeping is essential at this level. Position is capable of performing routine maintenance and repair on assigned equipment where applicable. Complex repairs are directed to supervisor or some other more knowledgeable entity.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Instruct and advise assigned support staff in proper methods and procedures for cleaning and/or grounds maintenance tasks.

Perform those cleaning and/or grounds maintenance tasks requiring special instruction or techniques.

Monitor and routinely inspect all work performed by assigned support staff.

Monitor inventory levels and provide recommendation concerning the need for supplies or equipment.

Use electrical cleaning equipment in the cleaning of the assigned facility, i.e., vacuum cleaners, shampoo machines, high speed buffers.

Use appropriate chemicals and cleaners safely and productively according to instructions to ensure personal, public, and personnel safety.

Repair and maintain assigned grounds when applicable by cleaning, planting, fertilizing, sprinkling, mowing, weeding and pruning.

Operate equipment and mechanical tools, and perform routine maintenance on assigned equipment, i.e., cleaning, changing oil, lubricating, adjusting.

Operate mowers, edgers, trimmers, saws and other tools used when performing grounds maintenance.

Perform routine and specialized custodial and maintenance tasks in cleaning, painting, repairing, and replenishing supplies in restrooms, classrooms, and other facility structures.

Maintain general records, i.e., daily work orders, weekly work schedules, tasks completed, supplies and materials utilized, equipment used and/or serviced, fuel use.

Ensure assigned area is properly opened daily and secured upon completion of daily tasks, i.e., locking doors and windows, turning off electrical units.

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Clean equipment and tools after use and maintain cleanliness and order in storage areas, and report equipment malfunctions and facility maintenance needs to immediate supervisor.

Provide general assistance and information to the public, faculty, and/or students where applicable.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency degree supplemented by two (2) years experience in the field that provides solid knowledge of all aspects of the work, to include all safety standards and precautionary measures necessary to perform the work.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/97