

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

SUPERVISOR OF PLANT SERVICE WORKERS

FLSA: NON-EXEMPT – PAY GRADE: 9 – C

GENERAL STATEMENT OF JOB

Employees in this category provide leadership and coordinate training for Plant Service Workers under charge. Incumbent is responsible for the records maintenance and documentation for all functions under charge. Position prepares and assigns work orders, maintains inventory and coordinates more complex functions, such as the set up and arrangement of facilities and equipment for special events and programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supervises, monitors, and evaluates the work performance of assigned Plant Service Workers.

Evaluates, coordinates, and provides training in all aspects of proper methods, techniques, and procedures to perform tasks, to include safety training.

Prioritizes, coordinates and assigns work orders.

Monitors and responds to complaints and emergencies.

Supervises inventory control, and maintains all related documentation on equipment and supplies.

Prepares requisitions for supplies and equipment.

Verifies time cards and leave forms.

Interviews, screens, and provides recommendation for staffing and new personnel.

Provides advisement to staff concerning matters of college policy and procedure.

Plans, develops, and implements new methods and procedures relating to tasks, i.e., plant use of chemicals, safety training.

Responds to various special and/or sponsored event's needs, i.e., area and program set up, chair and table assembly, special meetings set up.

Maintains current knowledge of trends and developments in state and federal regulatory standards concerning safety in the work place and functions under charge, i.e., OSHA requirements, MSD handbook.

Participates in all functions under charge as needed, i.e., in response to emergencies or personnel shortage.

Utilizes college room scheduling software, i.e., 25Live (or equivalent), for management of efficient PSW team cleaning opportunities.

Performs related duties as required.

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SUPERVISION RECEIVED

Supervision is received from the Director of Administrative Services.

SUPERVISION EXERCISED

Employee may act in lead capacity over assigned staff.

MINIMUM QUALIFICATIONS

Requires a high school diploma or high school equivalency supplemented by four (4) years progressively responsible experience in the field, to include experience in the administrative aspects of the work.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate common electrical cleaning/grounds maintenance equipment. Must be able to exert twenty to fifty pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks require frequent bending, stooping, crouching, and/or reaching. Physical demands are in excess of sedentary work.

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 assigned facility and applicable components, i.e., equipment, doors, surfaces, cleaning materials and supplies.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes issuing and receiving assignments and/or directions from supervisors.

Language Ability: Must be able to read and comprehend standard English, rendered in formats such as cleaning agent instructions, warning labels, equipment operation directions, and other materials related to the job, and moderately complex terminology concerning OSHA and related regulatory practices. Requires the ability to record/deliver information in a variety of formats, i.e, work orders, materials utilized, inventory sheets.

Intelligence: Requires the ability to apply principles of influence systems. Requires application of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret technical instructions in written or mathematical form; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and/or written instructions. Must be able to communicate effectively with staff, faculty, and management.

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, depth, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using hand held and electrically powered equipment and machinery.

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

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

Interpersonal Temperament: Must be adaptable to performing under high levels of stress when confronted with an emergency or tight deadline.

Physical Communication: May not require the ability to talk or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with frequent exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes). The worker may be subject to danger or risk to a significant degree due to the use of chemicals/toxic agents in performing essential functions.

Revised: 11/2018