



Pay Grid:	B3
Status / FLSA Status:	Full Time / Non-Exempt
Classification:	Professional / Technical
Department:	Facilities
Reports to:	Director of Facilities
Work Location:	Main Campus, Oglesby, Illinois
Hours of Work:	Monday through Friday; 40 hours per week; may be required to flex schedule as needed for supervision of staff working later shifts

POSITION SUMMARY: Responsible for the overall supervision and evaluation of the custodial and maintenance staff and for the planning and scheduling of in-house project work for the Facility staff while also providing administrative support to the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Plan, organize and schedule the routine, corrective and in-house project work for all Facility department personnel on all three shifts at all college locations and effectively communicate the information to the Director.
- B. Assist in the preparation of the Facility department budget.
- C. Develop and maintain an inventory for all supplies, tools and equipment.
- D. Identify necessary replacement parts, supplies, equipment and tools and recommend the purchase of the same from an appropriate vendor.
- E. Provide adequate training and supervision of all Custodial staff on all three shifts.
- F. Assist in the development of mandated and other safety and compliance programs and coordinate the execution of those programs.
- G. Maintain morale of the Department by promptly responding to employee concerns.
- H. Objectively evaluate the performance of custodial staff and the overall productivity of the Department.
- I. In cooperation with the Director, prepare short and long terms goals and objectives for the Facility Department.
- J. Maintain cost records of requested work by requestor/department.
- K. Responsible for complex bookkeeping records, involving requisitions, maintenance contracts, consultant contracts, grants, or appropriations; requiring decisions related to the appropriateness of requested expenditures.
- L. Maintains spreadsheets relating to department requisitions.
- M. Controls appointments and admission of visitors.
- N. Serve on committees and participate in meetings as necessary.
- O. Perform other duties assigned by the Director of Facilities.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.



- Proficient with Microsoft Office Suite or related software.

SUPERVISORY RESPONSIBILITIES: The Facilities Supervisor evaluates and supervises the custodial staff.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Associate's Degree or equivalent facilities experience is required. Three years of experience in a unionized work force preferred.
3. Ability and willingness to be flexible with scheduled time to provide the required coordination of a multi-shift facility operation is required.
5. Demonstrated ability to relate and provide the required leadership to a culturally diverse workforce.
6. Computer literacy is required.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.