

POSITION DESCRIPTION**GE-20****Town of Needham****Facility Operations Shift Supervisor****12/2016**

Under the general direction of the Director of Facility Operations, supervise and direct the work of custodial and trades personnel on an assigned shift in all schools and municipal buildings.

Duties:

Schedule and assign work to custodial staff and oversee work of the of trades staff. Generate work orders as needed and oversee work order implementation process. Serve as liaison to facilitate efficient and coordinated interfaces between maintenance operations and school principals, Town building authorities, and all building user groups. Visit and inspect all buildings on a regular basis to assess and adjust the level and quality of building and grounds cleanliness, building maintenance, building safety and security procedures, and general personnel issues. Provide oversight for contracted services as assigned.

Work with the Director to administer, arrange for and/or provide custodial training in areas such as: cleaning methods and techniques; proper use of cleaning products and equipment; fire safety; building security; grounds, parking lot and playground maintenance procedures and techniques; sanitation and recycling; asbestos requirements; HVAC filter replacement; graffiti removal; painting; roof and gutter cleaning; snow removal; hazardous materials requirements; health and safety issues; and personnel-related topics.

Participate in custodial and trades personnel management, in cooperation with the building administrator, by conducting interviews, making recommendations for hiring and promotional opportunities, conducting performance evaluations, administering progressive discipline, and resolving informal and formal grievances.

Oversee the purchasing, procuring, inventory control and distribution of all custodial supplies, materials and equipment, and maintain an up-to-date file of all MSD sheets for all custodial products used or inventoried in school and Town buildings. Oversee all purchasing and procurement procedures for the materials and equipment used by trades staff.

Assist in the preparation of the annual Public Facilities Department operating and capital budgets; authorize and approve overtime for custodial and trades personnel within prescribed department limits; and review, verify and approve vendor invoices for custodial and trades supplies and equipment.

Serve on or provide assistance to Town and School committees, boards, and other groups as requested by the Director; coordinate the resolution of facility operational matters including, but not limited to, security alarm calls, fire alarm calls, snow and ice operations, power outages, vandalism and other building operations requirements for emergencies.

Perform other related tasks and assume other related responsibilities as may from time to time be assigned by the Director of Facility Operations.

Basic Knowledge:

Position requires knowledge equivalent to graduation from post-secondary training at a trade school or technical school. Incumbent must have a thorough and practical knowledge of custodial and trades procedures; supervision and evaluation of personnel; procedures and methods for the proper operation of a facilities including HVAC, security, lighting, cleaning, staffing, sanitation, food services, athletics, etc.; knowledge of building codes, fire laws, and health requirements; ability to read and understand blue prints and floor plans; demonstrated personal computer proficiency with word processing and spreadsheet applications; and strong communication and organizational skills.

Experience:

Duties require five (5) to seven (7) years of experience as a facility plant and operations manager, custodial services supervisor, housekeeping manager, secondary school senior custodian, trades management, or directly related position. Experience must include supervisory responsibility. Some construction experience is preferred. An Associate's Degree in management, engineering, or similar discipline may be substituted for a maximum of two (2) years of experience.

Independent Action:

Incumbent functions independently within the scope of departmental policies and procedures, referring issues involving project planning and exceptions to policy to Director.

Work schedule will be assigned by the Director.

Supervisory Responsibility:

Incumbent directly supervises 24 building custodian and trades personnel in various locations.

Physical and Environmental Standards:

- Frequent periods supervising or inspecting in public buildings, including buildings which are under construction.
- Frequent periods spent outside, subject to weather conditions while inspecting or directing work.
- Frequent walking, standing and climbing of ladders and catwalks.
- May spend extended periods on computer terminal, on telephone, or operating other office machines requiring finger dexterity.
- Regular lifting and carrying of files, documents, records, plans, etc.
- Travel within Town to plan, oversee, or provide direct services.
- Must have and maintain (in good standing) an active drivers' license as a condition of employment.