

## **FACILITIES SERVICES SUPERVISOR**

### KIND OF WORK

Supervisory work in fields such as materials management, facilities management, mailing/distribution and associated services within a large state facility.

### NATURE AND PURPOSE

An employee in this class has supervisory responsibility for the coordination of general service functions within a facility to include all building and operational activities. An employee may also coordinate special events in conjunction with a facilities management division to ensure the facilities are able to host events. Direction received from administrative superiors is of a non-technical nature. Work is generally performed under the supervision of a physical plant unit. Performs other duties as required.

### DISTINGUISHING CHARACTERISTICS:

The Facilities Services Supervisor differs from the Facilities Building and Maintenance Supervisor in that the Facilities Building and Maintenance Supervisor serves as a regional facility supervisor ensuring safe, functional facilities with a focus on cost-effective management of buildings under an incumbent's purview. Facilities Building and Maintenance Supervisors coordinate facility repair, retrofit and replacement budgets of buildings. An incumbent in this classification will perform periodic inspections with the goals of completing assessments that can be used to determine if certain maintenance projects should be initiated.

The Facilities Services Supervisor differs from the Building Maintenance Supervisor in that the Building Maintenance Supervisor supervises skilled trade workers and the Facilities Services Supervisor does not. The Building Maintenance Supervisor also has large-scale management responsibility for the proper repair and maintenance of a large number of buildings, which includes preparing plans and specifications, making estimates and issuing requisitions at a large state institution or a department having buildings located throughout the state.

### OPTIONS:

No options associated with this classification.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct and supervise staff so that effective and efficient facilities and general service operations are provided to the agency.

Develop and implement regular and standardized inspections of facilities and grounds so as to identify safety, cleanliness, maintenance, and aesthetics problems.

Develop and implement operating procedures which will ensure the most effective delivery of basic building services, such as conference rooms, equipment reservation, and parking enforcement.

Direct and coordinate an agency wide system for the collection and disposal of materials in a safe manner and in conjunction with agency or Department of Administration rules.

Meet with facilities managers, space planning specialists and materials managers to plan and schedule large facilities projects, office expansions, and relocations.

Manage fleet resources of the agency so as to provide a high level of service to agency staff in the most cost effective manner possible.

Facilities Services Supervisor

Class Specification

Page 2

Coordinate the mailing and distribution centers of an agency so that the flow of mail and packages is performed in an efficient and cost effective manner.

Coordinate the interaction of the purchasing, stores, warehousing, and receiving functions in order to provide a smooth and efficient delivery of goods and services.

Oversee all necessary cleaning functions including the removal of snow or debris, as well as painting washing of fixtures, classrooms or restrooms following specific instructions related to health standards and OSHA regulations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Building operations sufficient to develop and maintain internal controls over department resources.

Policies, regulations and guidelines of various federal and state agencies and their relationship to facilities or agencies in order to guide and recommend facilities management systems are in compliance with appropriate statutes, codes and laws.

Effective supervision, human resources policies, procedures and labor contracts sufficient to interview and select staff affirmatively, assign, schedule, direct, train, evaluate work performance, and discipline reporting program staff.

Policies and regulations pertaining to Vehicle Fleet Safety Programs sufficient to administer a program agency or campus wide.

Custodial/janitorial practices, procedures and equipment; building utilities maintenance and repair.

Skill in:

Oral communications sufficient to professionally interact with department managers to explain budgetary guidelines and the establishment of spending plans.

Organizational management in order to maintain an inventory of building, cleaning and/or fleet management products to distribute when necessary.

Analyzing processes and continually making adjustments to remove non-value added activities to enhance process efficiencies.

Ability to:

Estimate materials, supplies, and equipment needs, and to maintain an adequate supply.

Establish a positive work environment by having an appreciation and awareness of cultural diversity and of commitment to the Affirmative Action Programs of the State of Minnesota.

Maintain and record facility management records for the purposes of renewals of inspection or review.

Apply sound judgment to addressing department-wide facilities and general services issues.

Inspect completed work to ensure conformance to specifications, standards, and contract requirements.

Est.: 5/92

T.C.:

Rev.: 8/18

Former Title(s):