

**Position Description  
Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain **specific** data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

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Title Facilities Supervisor

Division/department FCL

Campus LEON

Check one: New PD \_\_\_\_\_ Revised PD  No changes to PD \_\_\_\_\_

Please identify any similar positions already established within the department: \_\_\_\_\_

This position replaces the Facilites Maintenance & Building Service Manager

Is this a Director-Level position? Yes \_\_\_\_\_ No

Reports to \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Title of Position Reported to Assistant Director of Operations & Maintenance

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Second-Level Supervisor)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Dean or President)

Account code(s) \_\_\_\_\_

Work schedule 7:00 AM to 3:30 PM M-F

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**FOR HUMAN RESOURCES DEPARTMENT USE:**

Position number \_\_\_\_\_ Grade \_\_\_\_\_

Statistical group \_\_\_\_\_

Exempt / Non-exempt \_\_\_\_\_ Date \_\_\_\_\_

Requires Financial Disclosure Statement \_\_\_\_\_

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division VP.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

## **POSITION DESCRIPTION FOR: Facilities Supervisor LEON**

**1. Core Responsibilities:** Prioritize tasks and responsibilities and summarize them below. Please provide **percentages of time** allotted to each particular task or responsibility, making sure that the **total percentage equals 100%**. Please give specific duties and avoid using generalizations or “other duties as assigned.”

1. Supervises the day to day work of all Facilities Department staff (General Maintenance and Building & Grounds Technician) to include: assigning tasks; monitoring work quality; timeliness of completion; and adherence to procedures. Monitors timesheets, completes merit appraisals and documents performance for all Facilities Department staff at the Leonardtown Campus. 40%
2. Administers Leonardtown Facilities department budget with respect to supplies, materials, and contracted services by assigning funds to appropriate accounts. Allocates departmental budgets to assure sufficient resources for campus operation. Develops scopes of work for contracted services, monitors contractor performance, and processes payment documentation. 15%
3. Manages all supply and material inventory for the Leonardtown Campus. Assesses need for, and orders all operations, maintenance, and janitorial supplies/equipment including repair parts, tools, equipment, cleaning agents, restroom supplies, fuel oil, etc as needed to sustain campus operation. Develops input to the budget planning process to account for actual inventory needs and proposed expansion of campus programs. 10%
4. Responsible for coordinating physical set-ups and special event furniture needs in response to requests from Scheduling and Conference Services for on and off-campus group activities (e.g. Project Graduation, student events.) Attends coordination meetings for Tie Downs and emergency planning. 10%
5. Responsible for developing and implementing standards of cleanliness along with cleaning frequencies for assigned buildings on campuses. Responsible for training personnel on the safe operation, repair and maintenance of all equipment. Maintains MSDS files, tracks training and ensures employees understand and comply with the proper use of equipment, chemicals, and personal protective equipment. 10%
6. Serves as the main point of contact for Leonardtown Campus snow and ice removal efforts including ensuring that adequate Buildings and Grounds staff are present to provide early and safe passage through the campus for all vehicles and foot traffic. Provides information to the Physical Plant Director as to the campus conditions during weather events or other emergencies for the purpose of determining the need for campus closings. Coordinates with PSD to provide additional safety/security coverage during emergencies or special events. Responsible for assuring campus roads, walks, and landscaping are kept clean and with a high degree of “curb appeal.” Responsible to maintain road signage and other exterior signs. 10%
7. Coordinates State and local government mandated building inspections for fire alarm equipment, fire suppression systems, elevators, and other safety related equipment. 5%
8. On call in accordance with HRD Policy 1103 - Compensation & Time Sheet Recording

**2. Education/Knowledge Required:** Specify required degrees, experience, special skills and abilities necessary for satisfactory performance.

- High School Diploma or equivalent
- Five years supervisory operational and maintenance type experience in an institutional or commercial setting.
- Experience in developing operational budgets and inventory management.
- Ability to read and interpret blueprints, drawings and specifications.
- Working knowledge of computerized office programs (i.e. Word & Excel.)
- Ability to use snow removal equipment.
- Ability to translate and use hazardous and toxic chemical Material Safety Data Sheets.
- Maintain a valid Maryland driver's license and maintain insurability under the college vehicle liability insurance plan. Certified, or can successfully complete a CPR/AED course and a stand-alone first-aid course.
- Demonstrated ability to lead and give direction to others, and associated responsibilities.

**3. Supervision:** List all position titles reporting directly to this position, full-time or part-time. Include student assistants, temporary, permanent and part-time faculty supervised in a typical semester or year.

- 1 full time Team Leader
- 3 full time Building Services Technicians
- 1 full time General Maintenance Mechanic

**4. Internal & External Contacts:** Identify contacts required within and outside the college, and purpose of contacts. (Example: Contacts vendors for supplies and materials; or meets with tri-county public and private employers to determine training needs)

- Regular contact with campus vice president to discuss active and planned projects.
- Regular contact with college staff, both peers and management to coordinate operations and provide input to planning processes.
- Regular contact with students and visitors during performance of duties.
- Frequent contact with vendors to negotiate pricing of supplies and services and investigate application of new technologies to existing processes..

**5. Guidelines/Procedures/Regulations:** Identify guidelines, procedures, instructions, regulations and laws within which the position functions. Be specific.

- Internal College policies and directives associated with supervisory obligations
- State and local codes governing building construction and required inspections
- MOSHA and OSHA safety guidelines as relative to the use of ladders, chemicals and electrically operated cleaning equipment.
- Material Data Safety Sheets for the purpose of storing, using and hazards associated with cleaning chemicals.

**6. Communications:** Please describe the written and verbal skills required for the position.

Daily simple written and verbal communication to staff to relay instructions. Regular more complex written and verbal skills needed for communication to management, planners, and vendors to maintain proper campus operation.

**7. Role Complexity:**

Tasks are varied and require both short and long term planning. Priorities are subject to change on short notice due to equipment breakdowns, changed schedules or weather events which may require quick decisions to adjust to rapidly changing conditions.

**8. Creativity & Innovation:**

This position is given general direction and is expected to develop ways to accomplish the tasks assigned. There is the opportunity to introduce change and, the incumbent is expected to investigate new equipment, procedures, chemicals, and techniques that can improve existing practices or produce cost savings

**9. Impact:**

The impact of this position's performance has a major influence on both the operation of the Leonardtown campus' infrastructure and its upkeep. This position oversees the cleanliness of the facilities which is a large part of the public's first impression of the college. In addition to the appearance of the buildings, this position is responsible for providing a safe physical working and learning environment for staff and students. Failures on the part of the incumbent can lead to major interruptions to class schedules, services, or personal injuries. During snow removal events, there is significant impact from the decisions of the incumbent since, in large part, those efforts determine the opening/closing of the College.

**10. Fiscal Responsibility:** Describe the fiscal responsibility. Include total dollars that the position directly controls.

This position makes significant expenditure decisions for the combined \$943K Operations & Maintenance Buildings budget and the Buildings & Grounds budget with respect to sourcing supplies, equipment, and contracted services. The incumbent also provides input to the development of the yearly budget regarding equipment replacement costs, service contract costs, and inventory levels. This position also provides cost data input for the development of budgets associated with new manning/equipment requirements in advance of new buildings coming on line.

**11. Physical Working Environment:** Describe the physical working environment and list any hazardous and toxic substances used in the performance of duties.

Required Qualifications: Ability to plan and organize maintenance work. Ability to bend, stretch, twist & crawl in order to work in, on, around, over, and under fixed/stationary equipment and machinery. Ability to work from ladders, lifts or elevated platforms. Must be able to regularly push, pull, lift, and carry up to 50 lbs throughout an 8 hour shift and 75 lbs intermittently. Must be able to work in hazardous or irritating environments (including industrial hazardous/toxic chemical cleaning agents, dust, etc.), confined spaces, and adverse weather conditions and to wear and work in appropriate personal protective equipment.