

FACILITIES SUPPORT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of diverse duties in connection with coordinating various supportive services at an educational institution. Incumbent will have overall responsibility for the efficient operation of mail and stock rooms and will supervise vendors providing cleaning or other contractual services. The position will also include other assigned duties in connection with the overall support of the facilities' day to day operation. Work is performed under direct supervision of Facility and Program Coordinator, or designee, with leeway for using independent judgment in carrying out objectives.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assigns duties to the cleaning and security contractors and inspects contractors' work to insure compliance with agreed upon services;

Assists in the preparation of bids for contracted services;

Checks time cards and billing statements for payments to service contractors;

Establishes and maintains an effective control of equipment and other inventory;

Monitors scheduling of special events and arranges for special set-ups as may be required;

Establishes and maintains a system of control for issuing keys for buildings, equipment and vehicles;

Supervises the operation of mail and stock rooms and assists in their operation as needed;

May directly supervise the work of personnel assigned to specific moving, cleaning, or related projects;

Prepares bid requests for cleaning supplies, office supplies, and various other supplies;

Prepares purchase requisitions and check requests within the limits of the established budget for

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department head signature;

Maintains a variety of records and prepares reports relative to assigned responsibilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of building cleaning practices, supplies, and equipment and the ability to use them economically and efficiently; ability to plan and supervise the work of others; ability to evaluate cleaning materials, waxes, and other supplies, ability to understand and carry out oral and written instructions; ability to keep records and prepare reports; thoroughness; and dependability.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a Bachelor's Degree in Engineering Technology, Business Administration, or a related field, and two years of experience in building cleaning, building maintenance, or assisting in the operation of a facilities overall support service; or

(B) Six years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing:

NYS Civil Service Commission Approval:

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