

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Campus Facilities Supervisor	<i>BOT Date:</i>	Aug 9, 2000
<i>Level:</i>	H	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0811
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Responsible for ensuring College facilities on assigned campus are prepared for facilities usage. Supervises personnel to include performance evaluations, hiring and discipline. Schedules and assigns daily workloads, and plans short-term and long-term projects.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Coordinates and schedules all facilities use at the campus, and acts as the point person for facilities use events.	30%
2.*	Supervises activities of personnel involved in the set-up and preparation of college facilities and properties when used for events.	30%
3.	Performs evaluations, makes recommendations for hire and discipline for assigned service workers.	20%
4.	Inspects facilities to ensure quality services are being provided.	15%
5.	Meets with campus and other College personnel.	5%
6.	Performs other and similar related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Associate's Degree or Two-Year College equivalent required.
<i>Experience:</i>	Three to five years prior related work experience required.
<i>Planning:</i>	Plans events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues. Scope of planning affects the department or equivalent.
<i>Impact of Actions:</i>	Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.
<i>Impact of Decisions:</i>	Moderate responsibility for making decisions and final recommendations, which routinely affect the department or activities of a campus.
<i>Complexity:</i>	Work consists of moderately complex procedures and tasks where basic analytical ability is required.
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices.
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.
<i>Communications with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular contact with outside agencies and the general public.
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex, and requires a working knowledge of unit or departmental activities.
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications and data retrieval.
<i>Innovation/ Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.
<i>Working Conditions/ Physical Effort:</i>	Work typically requires minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

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