

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Service Worker Supervisor

BOT Date: 10/1/96

Level: J

FLSA Status: Non-exempt

Class Code: N1011

Adm. Rev:

GENERAL DESCRIPTION

Supervises, evaluates and schedules work for assigned service workers to ensure work is performed in a timely and efficient manner. Coordinates set-up, take down and cleaning for special events. Also supervises all moves on campus(es).

KEY RESPONSIBILITIES

% OF TIME

- | | KEY RESPONSIBILITIES | % OF TIME |
|-----|--|-----------|
| 1.* | Supervises, schedules and follows up on work performed by assigned service workers. May train assigned service workers and assist with projects as needed. | 40% |
| 2.* | Coordinates set-ups, take-downs and cleaning for special events. | 15% |
| 3. | Supervises and coordinates moves of departments and/or individuals. | 15% |
| 4. | Orders and maintains inventory of equipment and supplies used by service workers. | 15% |
| 5. | Attends meetings, and prepares and processes paperwork as required to ensure efficient operations of assigned function(s). | 15% |
| 6. | Performs other similar and related duties as assigned. | |

* Indicates an "essential" job function.

Position Title: Supvr, Service Work	Class Code: N1011	Position Level: J
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	H.S. Diploma or GED required.	
<i>Work Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Current Week: Plan events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the entire department.	
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Varied: 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 to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on non-specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Intermediate Skills: Has Knowledge of office or operational procedures. Performs basic typing/work-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following written or verbal instructions.	
<i>Innovation/Creativity:</i>	Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	