HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION
CLASSIFICATION DESCRIPTION TITLE: FACILITIES MANAGEMENT ASSISTANT SUPERVISOR

<table>
<thead>
<tr>
<th>CLASSIFICATION SUMMARY:</th>
<th>FLSA STATUS:</th>
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<tbody>
<tr>
<td>Responsible for oversight of daily activities of staff. Positions are responsible for ensuring compliance with policies, procedures and safety practices; ensuring the completion of projects and work assignments; and purchasing supplies and equipment. In addition to supervisory responsibilities, incumbents may perform technical work in field as needed.</td>
<td>Non-Exempt</td>
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**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

*Illustrative only – not inclusive of every task assigned to a position.*

1. Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment.

2. Coordinates department activities, such as tracking work and change orders, relaying communications, researching information, and providing related support.

3. Participates in department maintenance, custodial, and operations activities; performs work of subordinate staff as required.

4. Provides administrative support including payroll verification, reviewing forms and documents for completeness and accuracy.

5. Manages purchasing and inventory of supplies for department.

6. Performs other duties as assigned.
Training and Experience (positions in this class typically require):
Associate's Degree or two-year technical certificate, and four years progressively responsible technical experience, including lead and/or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing Requirements (positions in this class typically require):
Licensing Requirements (legally required):
- Valid Driver's License;

Knowledge (position requirements at entry):
Knowledge of:
- Supervisory principles;
- Landscape design practices and principles;
- Light equipment used for grounds and facilities maintenance;
- Assigned department operations and functions;
- Inventory maintenance principles;
- Applicable federal, state, and local laws, rules and regulations.
Classification Description Title: Facilities Management Assistant Supervisor

Skills (position requirements at entry):
Skill in:
- Supervising and evaluating employees;
- Managing and executing multiple tasks;
- Prioritizing and assigning work;
- Applying landscape design principles;
- Operating a variety of maintenance and repair related equipment;
- Applying maintenance, custodial, and operations principles;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Working independently;
- Applying applicable local, state, and federal laws, rules, and regulations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Exerting up to 50 pounds of force frequently.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and extreme temperatures.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Date created: (02/19/2009)
CLASSIFICATION DESCRIPTION TITLE: FACILITIES MANAGEMENT
ASSISTANT SUPERVISOR

Signature of Employee  Date

Signature of Supervisor  Date