

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FACILITIES SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise or assist in supervising the operations of state occupied buildings, designated building complexes, armories, and associated equipment. Employees may serve as supervisors in the facilities management central office. The employee works within departmental guidelines, facilities management manuals, negotiated labor contracts, regulations, policies, and procedures. The work requires knowledge of facilities supervision operations, personnel policies and procedures, and supervisory techniques.

There are five classifications in this job.

**Position Code Title – Facilities Supervisor-1**

Facilities Supervisor 10

The employee serves as the assistant to a Facilities Supervisor 12.

**Position Code Title – Facilities Supervisor-2**

Facilities Supervisor 11

The employee serves as the assistant to a Facilities Supervisor 13.

**Position Code Title—Facilities Supervisor-3**

Facilities Supervisor 12

The employee serves as the overall supervisor of a facility operation without a physical plant or serves as the assistant to a Facilities Supervisor 14.

**Position Code Title—Facilities Supervisor-4**

Facilities Supervisor 13

The employee serves as the overall supervisor of a facility operation which includes responsibility for a physical plant operation

**Position Code Title—Facilities Supervisor-5**

Facilities Supervisor 14

The employee serves as the overall supervisor of a complex facility operation in the capitol complex or the secondary complex (responsibility for more than one building with a total square footage of 300,000 feet or more and an occupant capacity of at least 1,000) which includes responsibility for the supervision of skilled trades' staff through skilled trades' supervisors.

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### JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. All duties should be able to be performed with or without reasonable accommodations.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Serves as liaison to building occupants, identifying and resolving current and potential maintenance problems.

Recommends, directs, and enforces management policies and procedures to ensure harmonious tenant and employee relations.

Reviews building maintenance contracts, monitors activities of service employees, and consults with contractual supervisors to ensure compliance with contract specifications.

Plans, organizes, directs, and controls work activity of the facilities management area as prescribed by professional standards; recommends and revises work procedures to meet service needs.

Conducts inspections to ensure that assigned facilities are properly maintained.

Coordinates, assigns, and maintains work schedules and assignments for custodial, and labor and trades employees to ensure adequate coverage of designated work areas.

Supervises, enforces, conducts, and trains tenants in emergency evacuations and ensures compliance with building and fire regulations.

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Manages and enforces regulations for the use of general building facilities such as conference rooms, cafeterias, and restrooms and the use of office facilities during nonwork hours.

Matches budget, equipment, supplies, and human resources with needs; sets priorities within the building management program.

Establishes building maintenance schedules for such trade activities as carpentry, electrical, masonry, painting, and plumbing.

Inspects and evaluates facility construction and renovation projects.

Confirms work specifications with building codes.

Estimates cost of materials and labor.

Interprets and maintains physical plant in compliance with applicable building, health, safety, fire and environmental codes and regulations; initiates required corrective action.

Establishes level of cleaning concept in all assigned state office buildings; prepares procedure manuals for cleaning concepts.

Directs, supervises, and instructs custodial personnel in maximum utilization of labor using power equipment and efficient work techniques.

Assists in coordinating parking programs at individual, various, or multiple facilities.

Maintains complete inventory of and requisitions materials and supplies.

Maintains complete inventory of equipment; develops, implements, and monitors preventative maintenance schedules to ensure maximum longevity of equipment; and determines replacement, repair, and maintenance needs.

Develops and regulates building cleaning survey.

Regulates activities of the shipping and receiving dock including the disposal of refuse and surplus property.

Trains employees in job skills, work regulations, cleaning methods, use of equipment, safety practices, and fire fighting and prevention.

Substitutes for other Facilities Supervisors of the same level.

Provides input into the development of long-range budget and planning information.

Develops programmatic studies for long-range building management plans.

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Provides for research activities and the documentation of new product analysis.

Composes correspondence, keeps records, prepare reports and materials.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 10 level, thorough knowledge is required at the 11 and 12 levels, and extensive knowledge is required at the 13 and 14 levels.

Knowledge of the standard methods, practices, tools, and equipment of the facilities management service.

Knowledge of the department's policies and procedures pertaining to physical plant activities in facilities.

Knowledge of facilities management techniques.

Knowledge of custodial and maintenance techniques.

Knowledge of occupational hazards, and safety rules and regulations.

Knowledge of acceptable purchasing practices.

Knowledge of personnel policies and procedures, and supervisory techniques.

Knowledge of equal employment practices.

Knowledge of the basic practices of accounting and budgeting.

Ability to operate and maintain tools and equipment of the custodial service.

Ability to plan, develop, and monitor work schedules to ensure efficient use of personnel.

Ability to solve problems on an immediate basis.

Ability to identify and solve administrative problems.

Ability to enforce security regulations.

Ability to train and supervise lower-level employees.

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Ability to oversee and inspect facility construction or renovation projects.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to establish and maintain favorable public relations.

### **Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

### **Physical Requirements**

The job duties require an employee to bend, stoop, reach, or stand, extended periods.

The job duties require an employee to move heavy objects.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

#### **Facilities Supervisor 10**

Two years of experience equivalent to an Armory Maintenance Worker E8, Janitor 6, Laborer E6, Trades Helper E6, the 7 level in a domestic worker occupation performing custodial maintenance, or the 8 level in a labor and trades occupation performing building maintenance.

#### **Facilities Supervisor 11**

Two years of experience equivalent to an E9 level in a labor and trades occupation performing building maintenance; or, one year equivalent to a Building Trades Crew Leader E10, Domestic Services Supervisor 10 in a custodial occupation, or Facilities Supervisor 10.

#### **Facilities Supervisor 12**

Two years of experience equivalent to a Building Trades Crew Leader E10, Domestic Services Supervisor 10 in a custodial occupation, Facilities Supervisor 10, or a 10-level supervisor in a labor and trades occupation performing building maintenance; or, one year equivalent to a Facilities Supervisor 11.

#### **Facilities Supervisor 13**

Two years of experience equivalent to a Domestic Services Supervisor 11 in a custodial occupation, Facilities Supervisor 11, Physical Plant Superintendent 12, or an 11-level

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supervisor in a labor and trades occupation performing building maintenance; or, one year equivalent to a Facilities Supervisor 12.

**Facilities Supervisor 14**

Three years of experience equivalent to a Domestic Services Supervisor 11 in a custodial occupation, Facilities Supervisor 11, Physical Plant Supervisor 12, or an 11-level supervisor in a labor and trades occupation performing building maintenance; or, two years equivalent to a Facilities Supervisor 12.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
FACLTYSVPV

**Job Code Description**  
Facilities Supervisor

**Position Title**

**Position Code**

**Pay Schedule**

Facilities Supervisor-1  
Facilities Supervisor-2  
Facilities Supervisor-3  
Facilities Supervisor-4  
Facilities Supervisor-5

FACSUPV1  
FACSUPV2  
FACSUPV3  
FACSUPV4  
FACSUPV5

NERE-088  
NERE-091  
NERE-092  
NERE-094  
NERE-186

ECP Group 3  
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LC