

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Supervisor, Plant Services

Class Code: 5041

Pay Grade: Three grades above class supervised

GENERAL CLASS DESCRIPTION:

Under general supervision, provides supervision for assigned employees at a centralized or decentralized work location.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Controls the work unit in establishing work schedules, assigning or reassigning duties, effecting transfers and approving leave and overtime.
2. Maintains accurate records, including time records, work schedules and charges.
3. Verifies and approves materials requisitioned by employees.
4. Reviews and checks performance of assigned personnel in order to maintain high standards of service and workmanship.
5. Interviews and effectively recommends hiring. Evaluates employee performance and effectively recommends disciplinary actions, promotions, merit increases and termination.
6. Trains and orients new employees; may conduct formal training.
7. Reviews and keeps informed of new developments and techniques within area.
8. Assist in preparing job cost estimates.
9. Serves as first step in grievance procedure.
10. Maintains and enforces prescribed safety standards.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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11. Performs the duties and responsibilities of the craft supervised as required and in emergency situations.
12. Monitors equipment maintenance schedules and assigns maintenance when required. Orders repairs and parts when necessary.
13. Acts upon requests and complaints from departments related to custodial services.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Ability to maintain effective working relationships with others.
2. Ability to establish goals, schedule work, set deadlines for total accomplishment for self and subordinates.
3. Ability to measure and evaluate employee performance and conduct reviews.
4. Ability to interpret and explain policies, procedures, rules and regulations.
5. Ability to communicate orally and in writing.
6. Knowledge of appropriate interviewing techniques.
7. Knowledge of and ability to enforce safety standards.
8. Ability to accurately maintain a system of records.
9. Knowledge of the principles, methods and techniques used in the trade supervised.
10. Knowledge of building costs.
11. Knowledge of purchasing policies and procurement practices.
12. Ability to prepare cost estimates and specifications for facilities, equipment, materials and repairs.
13. Ability to communicate and interact with outside organizations and agencies such as municipal and state agencies and numerous private sectors.
14. Knowledge of personnel policies and procedures.

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MINIMUM ELIGIBILITY REQUIREMENTS:

1. Four years experience excluding apprenticeship in the applicable craft, trade or plant service supervised; or the equivalent combination of directly related education and experience.
2. Must possess and maintain a current valid drivers license.

REVISION EFFECTIVE: July 1, 1990