Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO	Job Title	Unit Support Services Supervisor	Code
	Date		
	Revised Date		492
	Revised Date	February 12, 2020	

Decision Making

Degree

Plans and organizes activities for portering/unit support Services. Duties include changing routines and developing short term plans. Prioritizes and arranges work schedules/staff to meet unexpected needs (e.g., infection issues, seasonal cleaning).

3.5

Education

Degree

Grade 12.

2.0

Experience

Degree

Twenty-four (24) months previous experience working in an institutional Support Services environment to consolidate knowledge and skills. Twelve (12) months on the job to learn scheduling, budgeting and collective agreements to consolidate administrative/supervisory skills and become familiar with department policies and procedures.

6.0

Independent Judgement

Degree

Plans and organizes activities for portering/unit support services to achieve desired outcomes. Has choice of methods/procedures and exercises judgement associated with work schedules, cleaning priorities and staffing to meet unexpected needs (e.g., reorganizing work force during emergent situations).

3.5

Working Relationships

Degree

Conducts routine inspections to ensure standards of cleaning are being maintained and completes applicable reports. Has regular contact with other departments and suppliers requiring tact and discretion when providing portering/unit support services.

3.0

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Impact of Action	**Degree**
Inadequate planning may result in substantial delays in patient care. Delays in cleaning equipment may cause a breakdown in service delivery.	3.0

Leadership and/or Supervision	**Degree**
Responsible for operation of the portering/unit support services. Assigns and checks work of staff. Schedules and replaces staff.	4.0

Physical Demands	**Degree**
Occasional physical effort such as lifting, kneeling and bending with regular walking while inspecting.	1.5

Sensory Demands	**Degree**
Regular sensory effort such as conducting inspections, communication, writing reports and computer operation.	2.0

Environment	**Degree**
Little exposure to major conditions such as chemicals, multiple deadlines and interruptions.	2.0