



Provincial Job Description

TITLE:
(492) Unit Support Services Supervisor

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises Porters and Unit Support Staff and operations to ensure the overall support of the units.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Communication skills
- ◆ Interpersonal skills

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience working in an institutional Support Services environment to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Supervision

- ◆ Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.
- ◆ Provides training and in-service education to Porter/Unit Support staff.
- ◆ Ensures staff compliance with policies and procedures and safety guidelines.
- ◆ Ensures disposal of sharps, broken glass and biohazardous waste, as per departmental procedures and policies, and picks up recyclables.
- ◆ Ensures infection control, isolation techniques and universal precautions are followed.
- ◆ Conducts routine inspections to ensure standards of cleaning are being maintained and completes applicable reports (e.g., Quality Assurance/Quality Control).
- ◆ Organizes/facilitates department meetings and in-services.
- ◆ Documents daily, weekly, and monthly cleaning schedules.
- ◆ Reports any unsafe conditions or maintenance concerns.
- ◆ Monitors, documents and communicates staff performance to manager.
- ◆ Provides input into staff selection.

B. Administration

- ◆ Compiles statistical month-end reports.
- ◆ Revises work schedules and routines.
- ◆ Liaises with other departments regarding portering/unit support needs.
- ◆ Assists with the development of department budgets and ensures adherence.
- ◆ Assists with the compliance of cleaning products and procedure used for department equipments.
- ◆ Assists with development of policies and procedures.

C. Inventory / Equipment

- ◆ Orders department supplies and ensures supplies are available to staff.
- ◆ Ensures equipment is maintained and available.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 12, 2020