



# *Provincial Job Description*

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***TITLE:***  
**(492) Unit Support Services Supervisor**

***PAY BAND:***  
**12**

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***FOR FACILITY USE:***

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***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
- ◆ 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 orientation, 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).
- ◆ Attends/organizes 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 statistics for month-end reports.
- ◆ Revises work schedules and routines.
- ◆ Liaises with other departments regarding Porter/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:**

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**SGEU:**

**SAHO:**

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**Date: April 9, 2014**