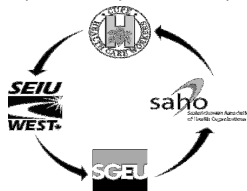


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Unit Support Services Supervisor</u></p> <p>Date _____</p> <p>Revised Date _____</p> <p>Revised Date <u>April 9, 2014</u></p>	<p>Code</p> <p><u>492</u></p>
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<p>Decision Making</p> <p>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).</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>Twenty-four (24) months previous experience in institutional Support services environment to consolidate knowledge and skills. Twelve (12) months on the job to learn scheduling, budgeting and collective agreements and to consolidate administrative/supervisory skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>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).</p>	<p><u>3.5</u></p>
<p>Working Relationships</p> <p>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.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
Determines and allocates resources and ensures the delivery of Porter/Unit Support services meet quality and service standards. May cause serious results through breakdown in equipment or services as a result of inadequate planning (e.g., training, operating procedures).	<u>3.0</u>
Leadership and/or Supervision Responsible for operation of the Porter/Unit Support services. Assigns and checks work of staff. Schedules and replaces staff.	<u>4.0</u>
Physical Demands Occasional physical effort such as lifting, kneeling and bending with regular walking while inspecting.	<u>1.5</u>
Sensory Demands Regular sensory effort such as conducting inspections, communication, writing reports and computer operation.	<u>2.0</u>
Environment Little exposure to major conditions such as chemicals, multiple deadlines and interruptions.	<u>2.0</u>