

JOB ANNOUNCEMENT

Human Resources Department, 2006 South Ankeny Blvd., Bldg. 1, Ankeny Iowa 50023
 Phone: (515) 964-6301 FAX: (515) 965-7316 Email: jobs@dmacc.edu
 WEB: <https://jobs.dmacc.edu>

Position Information

Job Title	Assistant Facilities Supervisor
Campus	Urban Campus/Des Moines
Job Number	24-A71
Employment Date	As soon as possible.
Job Category	Standard
Application & Position Contact Information	Human Resources at (515) 964-6479 or jobs@dmacc.edu for information concerning the application process. Mark Moore at 515-248-7215 or mamooore13@dmacc.edu for information concerning the position or your status once the position has closed.

Posting Detail Information

Salary Information	<p>Starting salary: \$53,830 - \$63,330</p> <p>The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. The starting salary range represents the College's good faith and reasonable estimate of the range of possible compensation at the time of posting.</p> <p>Pay Grade: AI</p>
Job Summary	<p>Assist the Facilities Supervisor in managing and supervising facilities staff at the Urban Campus, Evelyn Davis Center and DMACC Capitol Center locations to assure that all buildings are in a clean, sanitary, and operational condition.</p>
Essential Functions	<p>Provide custodial training to approximately 12-15 DMACC custodial staff on the proper usage of custodial equipment, techniques, teamwork, supplies and chemicals at the Urban Campus/EDC/DCC centers managing the contract cleaning at Urban Campus/EDC/DCC buildings.</p> <p>Provide day-to-day supervision to the facilities staff. Assign and supervise custodial and maintenance work. Assist supervisor in recommending personnel actions related to hiring, compensation, performance, evaluation, leave, discipline, grievances, administers personnel and related policies and procedures, collective bargaining agreements and the EEO/AA plan.</p> <p>Act on behalf of the Supervisor, Building and Grounds in their absence. Ensure a safe physical environment by enforcing college and departmental policies and procedures.</p> <p>Provide employee safety training on equipment, chemicals and Blood Borne pathogens. Assist with training on new cleaning products, procedures and equipment and expanding the DMACC recycling program. Assist with the preparation of staffing guidelines, work schedules and emergency work schedule adjustment to address staffing gaps and special projects. Supervise the pest control contractor at Urban Campus, Evelyn Davis Center, and DMACC Capitol Center.</p> <p>Maintain/repair custodial equipment such as auto-scrubbers, wide area sweepers, buffers, burnishers, vacuums, wet vacuums, carpet extractors; coordinate delivery of supplies to building custodial closets and duty checklists. Install soap dispensers, towel holders, napkin machines, toilet tissue dispensers, napkin disposal units, etc. in over 32 bathrooms. Inspect college buildings and grounds on a scheduled basis for needed repair, maintenance and safety issues. Assist in the coordination and supervision of facilities projects.</p> <p>Assists in maintaining the CCTV camera and Onity lock systems for Urban Campus/EDC/DCC.</p> <p>Assist the supervisor in screening and interviewing new employees; supervise and provide work direction for five on-call non-regular custodians who fill in for absent custodial staff and work on special projects.</p> <p>Perform other duties as assigned.</p>

Required Qualifications	<p>High school diploma or equivalent. Four years of custodial and/or maintenance experience, including at least one year of lead or supervisory experience. Ability to operate and repair custodial equipment including extractors, burnishers, and auto scrubbers. Ability to properly select and apply a variety of custodial chemicals and cleaning products. Ability to move equipment/furniture/supplies weighing up to 75 lbs; occasionally climb ladders; frequently bend, reach, and push. Possession of or ability to obtain an Iowa Driver's License with a satisfactory driving record. Strong communication skills. Ability to plan, organize and manage time. Demonstrated ability to establish and maintain a professional working relationship with a wide variety of individuals coming from diverse backgrounds. Knowledge of current software applications.</p>
Desired Qualifications	<p>Associates Degree. Commercial custodial supervisory experience. Experience with construction/maintenance. Security background. Ability to speak a language in addition to English.</p>
Physical Requirements	<p>Maximum Frequent: Horizontal push/pull of 15 lbs of force up to 10 ft</p> <p>Maximum Occasional: Waist to floor lift of 50 lbs Waist to shoulder lift of 40 lbs Carry of 50 lbs up to 10 ft</p> <p>Frequent: Forward/lateral reaching Forward bending/trunk rotation Hand coordination Standing/Ability to be Mobile</p> <p>Occasional: Grasping of up to 50 lbs of force Climbing of 8-12 in Overhead reaching Sustained bending up to 1 minute Sitting Crouching/kneeling up to 1 minute</p> <p>Mobility accommodations will be reviewed on a case-by-case basis and determined by the essential functions of this position.</p>
Physical Demand Category	Medium
Post offer, Pre-Employment Physical Test	Prior to starting employment, all persons are required to have a post offer, pre-employment physical verifying the physical ability to perform the duties described.
Work Schedule	<p>Monday – Thursday, 2:30pm – 11:00pm Friday, 11:00am – 7:30pm On call hours. Must be able to respond to emergency and after-hour calls on nights.</p>
Posting Date	07/01/2024
Deadline for Submitting Applications	07/14/2024
Open Until Filled	No
Special Instructions to Applicants	<p>DMACC is an Affirmative Action/Equal Employment Opportunity employer and embraces diversity. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Individuals with disabilities desiring a reasonable accommodation in the application process should notify Human Resources at 515-964-6301 or by email jobs@dmacc.edu.</p> <p>THIS VACANCY REQUIRES: 1) A complete DMACC Employment Application (personal information, educational history, employment history, and supplemental questions). Incomplete applications and commenting "See Resume" will not be accepted. The application form will be used to screen applicants for required qualifications. 2) Attachment of transcripts to your electronic application. Transcripts must include the applicant's name and degrees conferred. Scanned copies are acceptable.</p>
Quick Link for Postings	http://jobs.dmacc.edu/hr/postings/11781

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (HR3010). Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515-964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S Ankeny, Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone 312/730-1576, fax 312-730-1576, TDD 800-877-8339, email OCR.Chicago@ed.gov.