

**INSTITUTIONAL SERVICES SUPERVISOR
(Hourly)**

The University of Arkansas at Pine Bluff is accepting applications to fill the position of Institutional Services Supervisor. The Institutional Services Supervisor is responsible for overseeing and monitoring custodial and minor maintenance activities in building facilities. This position is governed by state and federal laws and institution policy.

DUTIES & RESPONSIBILITIES: Supervises a staff of housekeeping/custodial/personnel by interviewing, recommending for hiring/termination, training, assigning and reviewing work, counseling, and evaluating the performance of incumbents; conducts inspections of building facilities to determine custodial and/or maintenance needs; establishes standards and procedures for work of custodial/housekeeping staff; conducts orientation training and in service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment; inventories stock to ensure that supplies and equipment are available in adequate amounts and writes purchase orders for needed items; maintains records and prepares reports on cleaning and minor maintenance activities; performs other duties as assigned.

MINIMUM QUALIFICATIONS: The formal education equivalent of a high school diploma; plus two years of vocational training and/or experience in housekeeping.

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of supervisory practices and procedures; knowledge of custodial and maintenance practices, techniques, materials and equipment used in custodial and maintenance work; ability to maintain adequate supplies and inventory records and prepare written documents; ability to conduct inspections to determine compliance with standards; ability to supervise staff of subordinate supervisors, custodial workers and semi-skilled maintenance repairmen.

SALARY: Grade C104-State Pay Plan (\$8.22/hour)

Subject to background check.

Application Deadline: Applications accepted until position is filled.

APPLICATION PROCESS: Qualified individuals must submit an application and resume with the name, address and telephone numbers of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601

Application Deadline: Applications accepted until position is filled.

Applications may be accessed at www.uapb.edu (Employment Opportunities page).

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