



Job Description – Facility Supervisor Lawler-Wood Pantex, LLC

PRIMARY FUNCTION:

Direct the safe and efficient operational and personnel activities of the department as related to facility custodial care and other requirements at the Pantex Administrative Support Complex (ASC). Manage non-exempt employees. Position reports directly to the Facility Manager. Incumbent is a working supervisor within the area of assigned responsibility and may perform tasks in a variety of function. The following describes the major functions of the job but is not intended to be all-inclusive:

JOB DUTIES AND RESPONSIBILITIES:

1. Effectively recommend hiring, firing, promotions, demotions and transfers of non-exempt personnel.
2. Effectively recommend pay adjustments for non-exempt personnel under the supervision of Supervisor.
3. Authorize adjustments to work schedule, enforce attendance and direct work assignments of non-exempt personnel.
4. Effectively recommend and carry out disciplinary actions affecting non-exempt personnel.
5. Participate in the process of filling Facility Technician vacancies as they occur.
6. Facility Supervisor is a working supervisor of skilled and unskilled staff.
7. Requisition supplies and test new products; requisition new equipment and parts as needed.
8. Direct the operations of approximately 10 personnel engaged in facility care, interior and exterior cleaning and general maintenance services.
9. Inspect work of personnel assigned and direct corrective measures to secure satisfactory performance.
10. Instruct employees in the proper methods and use of cleaning materials and equipment.
11. Assure that the rules and regulations of Lawler-Wood Pantex, LLC, policies and procedures of the Facilities Department and all site safety regulations are known and observed by employees.
12. If required, administer the Collective Bargaining Agreement in a fair and consistent manner.
13. Supervise preparation for special events.

14. Fill in for vacancies as necessary to assure completion of tasks.
15. Assure safe removal of snow and ice from the facility roads and walkways within designated areas of responsibilities.
16. Perform all other duties as assigned.
17. Conduct employee Safety Meetings and training.

JOB QUALIFICATIONS:

- Specific job duties must be acquired during probationary period.
- Reasonable physical abilities to perform job duties.
- Minimum of five years experience supervising a staff of at least 20 people.
- Demonstrate ability to communicate and motivate others.
- Must be able to obtain or possess, and maintain a DOE level “Q” clearance.

EDUCATION:

High School Graduate or GED, post-secondary education is beneficial.

REQUIREMENTS:

- Conduct employee training in the following subjects:
 1. Care and operation of institutional equipment,
 2. Proper use of institutional cleaning chemicals, etc. and hazardous materials, and
 3. Proper cleaning techniques.
 4. Employee Safety
 5. Meeting or exceeding customer expectations.
- Computer Skills-Microsoft, Word and Excel.
- Must possess and maintain a valid Texas Drivers License.
- Ability to wear all prescribed safety equipment including a respirator.
- Pass a Pre-Employment Drug Screen and Random Testing.
- Pass Pre-Employment Physical.
- Must be able to climb, bend, stoop, push, pull and lift up-to fifty (50) pounds without assistance.
- Must have the ability to work in hot or cold conditions.
- Must be willing to work varied hours.
- Must be willing to work shift work.