



Job Description – Facility Technician Supervisor

Lawler-Wood Y-12, LLC

PRIMARY FUNCTION:

Direct the safe and efficient operational and personnel activities of the department as related to facility care and maintenance requirements in Jack Case Center and New Hope Building. Manage non-exempt employees on the Facility Supervisor's shift. Position reports directly to the Facility Manager. 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. With approval from Facilities Manager and as necessary, authorize adjustments to work schedule, enforce attendance and direct work assignments of non-exempt personnel.
3. Effectively recommend and carry out disciplinary actions affecting non-exempt personnel.
4. Prepares timely standard written annual evaluations of the work performance of employees and conducts employee performance interviews.
5. Participate in the process of filling Facility Technician vacancies as they occur.
6. Requisition supplies and test new products; requisition new equipment and parts as needed.
7. Direct the operations of approximately 20 personnel engaged in facility care, interior and exterior cleaning and general maintenance services.
8. Inspect work of personnel assigned and direct corrective measures to secure satisfactory performance.
9. Instruct employees in the proper methods and use of cleaning materials and equipment.
10. Assure that the rules and regulations of Lawler-Wood Y-12, LLC, Policies and Procedures, and all site safety regulations are known and observed by employees.
11. Supervise preparation for special events.
12. Fill in for vacancies as necessary to assure completion of tasks.
13. Assure safe removal of snow and ice from the facility sidewalks, entranceways, and walkways within designated areas of responsibilities.
14. Perform all other duties as assigned.
15. 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 possess and maintain a DOE level “Q” clearance.

EDUCATION:

High School Graduate or GED.

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 Tennessee 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 overtime.
- Must be willing to work shift work.