The University of New Haven is seeking applications for the position of Second Shift Supervisor of Facilities Services. This Supervisor is responsible for overseeing Facilities Services Custodians in support to the University of New Haven. The Supervisor of Facilities Services is responsible for scheduling, assigning, tracking and inspecting all work assigned to their reports and will assure all shift responsibilities are completed in a safe and timely fashion. The Supervisor will also provide support for Laborer and Mechanical Services, Events, and Conference Services. The successful supervisor candidate ensures operating procedures are in place, current and followed to meet all regulatory requirements, including OSHA, DEEP, EPA, Heath Codes, etc. The Supervisor of Facilities Services recommends process improvements to ensure the department is following current best practices and recommends new equipment and product purchases to achieve this. Responsible for supplies and equipment inventory. The Facilities Supervisor for the Custodial staff works very close with all other supervisors within the department and assists in all areas as directed. The Facilities Services Supervisor must have excellent written and verbal communication skills and be a strong team player.

Qualifications/Requirements:

The Supervisor of Facilities Services for the Custodians must have excellent logistical coordination skills, working knowledge of housekeeping operations, standard cleaning procedures, custodial equipment, cleaning chemicals, and their safe handling, familiarity with minor maintenance operations. Must have a college degree and 2 years of supervisory experience or 8 years of progressive facilities related to leadership responsibilities. Excellent communication skills, computer skills and the ability to work with a wide range of people is required. The successful candidate will routinely be working with managers, supervisors, faculty, staff, bargaining unit employees and contractors.

The Supervisor of Facilities services must be available for weekend coverage on a rotating basis and is considered essential personnel.

Application Process: All information on candidates will be kept confidential. Review of applications will start immediately and continue until the position is filled. Qualified applicants should submit a cover letter, resume, and three professional references to hrdept@newhaven.edu. Please reference Search# 20-05M in the subject line of the email to help ensure proper delivery.

The University of New Haven is an Equal Opportunity Employer