

**INCUMBENT** \_\_\_\_\_ **POSITION NUMBER** CS.N10421.000

**PRESENT CLASSIFICATION** Building Service Sub-Foreman **DATE** 8/1/22

**DEPARTMENT/DIVISION** Facilities Management

**Function**

To perform building service work as directed and provide direction and oversight to ensure a safe and efficient work environment is maintained at all times.

**Organizational Relationship**

The Building Service Sub-Foreman reports to the Building Service Foreman, who in-turn reports to the Chief Operating Engineer, who in-turn reports to the Executive Director of Facilities Management.

**Duties and Responsibilities**

**The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.**

**Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.**

- 70% 1. Performs duties of Building Service employees, inspects work of assigned personnel and directs corrective measures to secure satisfactory performance and meet established standards. Ensure that clinic areas are cleaned to proper standards and biohazard waste is properly collected, labeled and stored for pick-up.
- 10% 2. Train and encourage assigned employees to work with regulated safety standards using established cleaning operations, methods and techniques.
- 10% 3. Acts for the Building Service Foreman in his/her absence when directed, assists the Foreman in the assignment and direction of work.
- 3% 5. Participate in SIU SOM state and federal mandated training and respond/act responsibly in compliance with regulatory training including Hazard Communication and the All Hazard Emergency Operations Plan (AHEOP).
- 3% 5. Requests, distributes, and is responsible for security of operating supplies and equipment.
- 2% 6. Collects and submits time and operating data, with responsibility for providing requested recommendations.

- 2% 7. Performs other related duties as assigned.

### **Skills and Abilities Needed for the Position**

1. Experience supervising institutional housekeeping employees.
2. Experience with and working knowledge of machines used in the institutional housekeeping and maintenance processes and ability to provide operator type maintenance.
3. Step-by-step knowledge in cleaning and maintenance procedures to provide training to Building Service Workers.
4. Sensitive to the needs of underrepresented minority populations

### **Responsibility**

- A. **Supervisory Controls** – This position reports to the Building Service Foreman.
- B. **Guidelines** – Must work within all safety guidelines specified by OSHA, the Illinois Department of Labor and all safety programs, plans and policies of the SIU-SOM, at all times. Must attend all safety training programs required by SIU-SOM.

### **Difficulty**

- A. **Complexity** – Employee must use common sense, good judgement and discretion in regard to performing his/her duties, yet keep the safety of employees in mind.

Must keep abreast of new developments with the school: department location/relocations, changes in rules, regulations and guidelines.

- B. **Scope and Effect** – This department consists of several BSW's who work as a team to attain and maintain the cleaning and upkeep of the facilities. The Superintendent, Foreman, Sub-Foreman and BSW's work together to keep the department running smoothly in cases of work overloads, emergencies, and deadlines.

### **Personal Contacts**

Faculty, patients, and staff members within the clinical areas and the school in general.

Visitors, medical students, and various other persons who enter the school to conduct business or have access to the building.

Security personnel to request keys to restricted and inaccessible areas.

The purpose of these contacts will include questions and answers pertaining to the access and the necessity of moving various items to different areas for the purpose of cleaning accessibility. The contacts help create a better human relations environment throughout the school.



# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: Building Service Worker Sub Foreman  
 Position No. (if applicable): BMS.GS.N10421.000 Department: Capital Planning and Service Operations-SMS

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input checked="" type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input checked="" type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling				<b>20 - 40 lbs.</b>	<input type="radio"/>
Carrying			<b>20 - 40 lbs.</b>		<input type="radio"/>
Lifting			<b>20 - 40 lbs.</b>		<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief. I have read, understand and am capable of meeting the physical and environmental demands of this position.

**Zack Alderman**

Supervisor Signature	Date	Supervisor Name	Employee Signature	Date
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