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MOBILE SUPPORT SUPERVISOR

GENERAL

In a provincial institution, incumbents in this class act as department heads of Mobile Support Services and supervise a large number of staff engaged in the following services; transportation, security, messenger, general portering, cartage, garbage pick up and disposal, recreational facilities, etc.

TYPICAL DUTIES

Directs, co-ordinates and supervises work of subordinates engaged in Mobile Support Services.

Co-ordinates assignments of central vehicle pool, scheduling maintenance, and service of vehicles.

Will discipline staff, complete employee evaluations, resolve staff problems and maintain staff records and all other records related to Mobile Support Services.

Will plan and develop work methods and procedures to ensure an efficient mobile support service operation.

Will attend department head meetings and participate in hospital disaster and emergency plan meetings.

Will perform other administrative duties as assigned by the hospital administrator.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of all operations of Mobile Support Services.

Ability to communicate clearly and concisely both orally and in writing.

Ability to plan, co-ordinate and supervise activities of subordinate staff.

Ability to prepare and maintain records.

May be required to possess a valid chauffeur's licence.

Education, Training and Experience

Grade 10 education with several years' experience and a thorough knowledge of the use and maintenance of vehicles.

Physical Standards

Physically capable of performing the duties as assigned.