

Floor Care & Maintenance Manager

Universal Mgmt. and Maint. Co., Inc. values diversity of culture and thought and seeks talented, qualified employees in all its operations regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification. We strive to create an inclusive environment and are proud to be an Equal Employment Opportunity Employer.

Reports to President

Wage Range \$12-16/hr plus benefits, bonuses and company vehicle.

Date Approved

Date Last Revised 2/3/17

Owner's important note:

We are a rapidly growing company that requires a high level of detail and attention to all accounts. We need someone who is extremely reliable, focused, has a great attitude and appearance and who wants to be a part of a growing team. Pay is very competitive and increases as quickly as he/she learns the business and our strategies/routines.

Main daily duties will be stripping, scrubbing and waxing floors, buffing and floor maintenance programs, truck-mount carpet cleaning, repairing equipment and making sure all vehicles and equipment are in top shape.

Apply only if you have:

Driver's license with a clean record

Strong work references

Have been employed in the past for at least 3 years

Job Summary

Under the direction of the owner of the Company, the employee will be responsible for coordinating and supervising the work of employees for floor care jobs as well as upkeep of client's buildings, grounds, equipment, and other specific tasks as directed. The employee will perform the work of employees and other duties as required.

Essential Functions and Accountabilities include, but are not limited to:

1. Plan, prioritize, assign, supervise, review and participate in the work of responsible team members
2. Establish schedules and methods for providing services; identify resource needs, review needs with owner and allocate resources accordingly
3. Inspect work for completeness
4. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures
5. Monitor and control supplies and equipment; order supplies and tools as necessary following approval
6. Coordinate and perform training in procedures and safety
7. Inspect equipment regularly to maintain optimum performance
8. Monitor supplies to assure adequate supplies so as not to hinder tasks
9. Keep accurate timecards and other routine records
10. Develop and document standardized, repeatable process for highly routine tasks

Supervisory Responsibilities

This position will assign and inspect the work while providing leadership and training to those team members that impact the day-to-day operations of the business. This position will carry out supervisory responsibilities in accordance with the organization's policies, culture and applicable laws, including but not limited to interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving issues.

Experience, Education and Licensure

College degree from accredited university; business degree preferred but not required and 3 years practical experience related to position. Possession of current and valid motor vehicle operator's license.

Person Profile/Global Competencies

1. Collaborate with Others

Create an environment in which individuals work in partnership and demonstrate teamwork at all levels. Ability to and deal tactfully, courteously and mentor fellow team members. Ability to positively motivate others; acknowledge and validate a job well done.

2. Build External Relationships

Develop, create and sustain positive personal relationships with clients and vendors with the potential to impact the organization's business.

3. Pursue Opportunities

Anticipate, recognize and create opportunities to grow the business.

4. Value/Respect Diversity

Demonstrate open, non-judgmental consideration of differences. Examines one's own biases and behaviors to avoid stereotypical actions or responses; exhibits behavior which excludes any biases. Strive to achieve diverse staff at all levels.

5. Build Trust

Retain a moral compass; maintain and lead by example; have a reputation for honesty, candor, confidentiality, fairness and reliability.

6. Communicate Clearly

Listen, speak, and act in a manner that results in powerful and effective action internally and externally.

7. Critical Assessment

Analyze situational information to identify causes, issues or approaches to deal with situations needing attention.

8. Exercise Business Judgment

Utilize one's understanding of the organization's business strategy and culture, as well as one's experience and expertise, to make the right decision for the business.

9. Think Dynamically

Develop and foster creative approaches or imaginative solutions that maximize future business potential with an understanding of current business situations.

10. Provide Vision

Generate and communicate broad, compelling organizational goals and inspire others to pursue them.

11. Commit to Learning

Create an environment that fosters learning, growth, and development; and rewards people for doing so.

12. Demonstrate Candor

Is straightforward and open, leaving self and others with a sense of being heard, understood, and valued.

13. Engage in organization

Remain committed to the organization, all team members, and your role. Retain a constant level of high performance, energy, and enthusiasm. Be naturally innovative, drive for efficiency, remain emotionally committed to what you do and clear about the desired outcome of your role.

14. Focus on Results

Work to achieve profit and increase the long-term value of the business through high levels of individual and organizational performance.

Work Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Work is performed in an indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and chemicals, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

I have reviewed the job description.

Do you see any reason why you would be unable to perform the duties and accountabilities of this position? No Yes
If yes please explain.

Signature

Date

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Team members may be requested to perform job-related tasks other than those specifically presented in this description.