



Shift Coordinator

Stonehill is a selective Catholic college located near Boston on a beautiful 384-acre campus in Easton, Massachusetts. With a student to faculty ratio of 13:1, the College engages 2,500 students in 84 rigorous academic programs in the liberal arts, sciences, and pre-professional fields. The Stonehill community helps students to develop the knowledge, skills, and character to meet their professional goals and to live lives of purpose and integrity.

The Facilities Department is seeking applicants for a second shift coordinator to work 4:00 P.M. to midnight. The candidate will provide excellent customer service and oversee the daily delivery of maintenance services. Will supervise the custodial staff for various cleaning efforts, sets-ups for conference and special events.

Essential Duties and Responsibilities include but not limited to:

- Organize the cleaning of campus buildings, coordinate and schedule major cleaning efforts such as carpet cleaning and other floor care, including the cleaning of campus buildings during school breaks.
- Provide quality control inspections of all areas to insure high quality cleanliness.
- Communicate work order and repair requests from custodial staff to other Facilities Management departments.
- Respond to all Facilities Management calls during the shift and follow-up with emergency call-ins as deemed necessary. Evaluate emergency calls and determine the need to bring in additional staff and/or resources.
- Provide communication to other departments including but not limited to Campus Police, Residential Life, Dining Services and Conference & Events.
- Coordinate the delivery of custodial supplies to work areas.
- Work with Associate and Assistant Directors and other effected or involved departments to plan summer cleaning schedule and projects. Attend coordination meetings with various departments, for example Conference & Events Department.
- Provide input to Departmental hiring, perform staff performance reviews, including meetings to discuss and possibly document individual performance.
- Provide oversight for College waste removal and recycling program during this shift.
- Coordinate with other units of the department to create and promote an efficient delivery of services.
- Assist in the development of departmental budgets and establishing cost controls. Develop and maintain standards and procedures for effective and efficient delivery of building repair, maintenance, renovation and construction.
- Manage snow removal plan as it pertains to Custodial Services, making modifications as the campus expands, weather changes, and customer needs evolve.
- Ensure compliance with all building and safety codes.

- Work and communicate with other departments to provide service requirements for campus events including special events such as Commencement, President's Dinner, Convocation, student move-in and move-out periods, etc.
- Provide for effective emergency services, including after hours, weekend and holiday response to direct or personally oversee resolution of issues. Be available for emergency response, for example snow removal, water problems, etc. Be available for call-ins and busy times such as Commencement, President's Dinner, Convocation, student move-in and move-out periods, etc.
- Performs other work and provides oversight for other projects on campus as assigned by the Management of Facilities Management.

Knowledge, Skills & Abilities:

Associate's Degree from a two-year college or technical school in business, management, facilities management, or a related field and a minimum of five (5) years of related experience, and a minimum of two (2) years of supervisory experience. Preference will be given to individuals with experience with both higher education and with collective bargaining employees. Must maintain a valid driver's license. Excellent communication skills both written and oral are essential. Ability to apply functional supervisory principles to practical work situations. Must be able to work independently by being self-motivated and proactive in his/her approach to solve problems that may occur. Excellent computer skills in Microsoft Word, Excel and Outlook required. Experience in Computerized Maintenance Management System (CMMS) highly preferred. Must be able to provide flexibility in work schedules and identify existing or potential problems and recommend solutions.

Stonehill College offers a competitive salary and comprehensive benefits package. Candidates should submit resume and cover letter to:

Stonehill College
Human Resources Department
320 Washington Street
Easton, MA 02357
Fax to: (508)565-1499
Email to: hr@stonehill.edu

Applicants who will enrich the diversity of the campus community are strongly encouraged to apply.

Stonehill College is an equal opportunity employer committed to diversity.