

MACON RESOURCES, INC.
JOB DESCRIPTION

Assistant Manager – Specified Contracts

Full-time Non-Exempt
CLASSIFICATION **CATEGORY**

EMPLOYEE'S SIGNATURE

DATE SIGNED

ID #

DEPT.

GENERAL DESCRIPTION

Under general direction of the Manager – Specified Contracts (M-SC), the Assistant Manager – Specified Contracts (AM-SC) is responsible for the operation of all rest areas within the Jan Pro department.

ESSENTIAL JOB RESPONSIBILITIES

1. Be thoroughly familiar with details of each rest area contract to ensure that all requirements are met.
2. Prepares and maintains all rest area schedules to ensure contract requirements are met.
3. Perform required site inspections twice weekly and discuss findings with site Superintendent. Submit written copies of inspections to M-SC.
4. Takes inventory and orders supplies to maintain threshold levels for all rest areas; and ensures security of supplies as assigned.
5. Provide the M-SC with a written summary each month for each rest area citing any projects or issues outside of basic contract requirements that took place.
6. Supports fiscally sound operation by monitoring and maintaining control of costs.
7. Assists in the selection, training, and development of all rest area employees. This may include the following:
 - a. Screening job applicants, conducting interviews, checking references, and selecting applicant to recommend for hire.
 - b. Establishes and communicates performance standards and objectives and conducts performance appraisals annually or as necessary using the Employee Performance Evaluation form. Assist Rest Area Superintendents in any disciplinary actions applied to rest area staff to ensure that company policies are followed.
 - c. Promotes and monitors employees training to meet all agency requirements and certification and licensure standards.
 - d. Monitors operations and employees, and when necessary, recommends changes in methods, procedures, structure, and additions and changes in personnel to ensure contract requirements are met.
 - e. Communicates with employees regarding current problems, changes, and new developments in the agency by conducting periodic meetings.
 - f. Administers all policies and procedures as developed by Macon Resources, Inc. (MRI); communicates to employees; interprets as necessary, and confirms compliance.
 - g. Develops supervisors' skills, particularly in the management techniques of planning, organizing, leading, and supervising through continued coaching and feedback

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- performance.
8. Monitor all janitorial equipment to ensure that each site has what is needed to meet contract requirements
 9. Ensure that each rest area superintendent is taking care of Jan Pro vehicles assigned to them and report all vehicle repair or maintenance needs to M-SC.
 10. Maintains communications with contact person for each rest area as specifically assigned.
 11. Maintains a clean, orderly work environment ensuring: cleaning of equipment, vehicles, sweeping storage areas, and returning equipment and supplies to proper storage areas.
 12. Reports damaged or down equipment to the M-SC. Ensures repair of equipment with outside vendors as assigned.
 13. Assures that preventive maintenance is scheduled and completed for all assigned equipment. Maintains preventive maintenance logs in accordance with agency policies and procedures.
 14. Handles daily and weekly work-training payroll time records to meet required time frames as assigned.
 15. Assists the Manager-Specified Contracts (M-SC) to manage Jan Pro employees who supervise individuals served to assure compliance with agency policies and procedures and standards.
 - a. Shares verbal information with DVS employees regarding work skills and work behaviors for individuals who have or are working in jobs in the area.
 - b. Reports any unusual individual behaviors or circumstances within 8 work hours for the Jan-Pro area and keeps the Director of Sales/Production and designated DVS employees informed of such occurrences in a timely manner.
 - c. Provides initial and ongoing job training with individuals served at off-site locations. Seeks training support from designated DVS employees when the time needed for training of any individual(s) prohibits the timely completion of customer contract work
 16. Assumes the responsibility to attend and complete the initial MRI training requirements (core training and job-specific training). On an ongoing basis, attends and participates in any required recertification or refresher sessions and/or other training deemed appropriate by the supervisor and/or the Program/Department Director within specified time frames.
 17. Administer standard First Aid and CPR procedures on an as-needed basis, while maintaining current certification for both.
 18. Assists M-SC with Procurement of Janitorial and Lawn Care work when needed.
 19. Provides back-up coverage for the M-SC, and for other Janitorial and lawn care positions as assigned.

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20. Drives MRI vehicle or his/her own vehicle, transports individuals in work training and MRI equipment to/from work sites; observes all local, state and federal laws, as well as, all agency policies and procedures.
21. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.
22. Practices and enforces MRI Safety Policies and Procedures and assures the safety of employees, persons/families served, agency guests, and agency property.
23. Keeps supervisor informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the supervisor for direction.
24. Performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.

NON-ESSENTIAL JOB RESPONSIBILITIES

None

SUPERVISORY RESPONSIBILITIES

All rest area personnel

JOB QUALIFICATIONS

1. High school diploma or GED preferred.
2. A minimum of five years of supervisory experience in janitorial, lawn care, or other similar field is preferred.
3. Must be able to meet the following physical capabilities:
 - a. lift and carry 85 lbs;
 - b. full range of mobility: turn, balance, push, handle, reach, stoop, kneel;
 - c. good eyesight and vision, depth perception, color vision, eye/hand coordination, acuity-field of vision, acuity-near;
 - d. adequate speech and hearing to complete job responsibilities; and
 - e. good hand and finger dexterity.

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4. Must be able to work in the following environment:
 - a. inside and outside, hot and cold, with temperature changes;
 - b. noise and vibration;
 - c. adequate ventilation and light; and
 - d. moving objects.
5. Must be able to safely and effectively operate industrial cleaning and lawn-care equipment including but not limited to vacuum cleaners, floor scrubbers and buffers and carpet cleaning equipment; and to use ladders.
6. Must be able to meet contract compliance for janitorial and lawn care services at multiple sites, and effectively monitor equipment functioning, materials, and quality.
7. Must have effective and diplomatic oral and written communication skills.
8. Must have reliable transportation to conduct agency business and/or to transport individuals served as needed; must maintain a valid Illinois Drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of Bodily Injury-Liability per Person of \$100,000 and Liability per Accident of \$300,000, Property Liability of \$100,000; Medical payments of \$5,000; and Uninsured/Underinsured Person of \$100,000 and Accident of \$300,000.
9. Must be able to complete MRI training requirements.
10. Must have or be able to obtain first-aid and CPR certification within 60 days of employment and maintain certification throughout employment.
11. Must be able to maintain payroll, financial, personnel, and information related to persons served as confidential and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and the Policies and Procedures of Macon Resources, Inc.
12. Must be able to adhere to the Safety Policies and Procedures of Macon Resources, Inc.
13. Must maintain mobile/cell phone in order to coordinate job responsibilities.
14. Must be able to use a computer, word processing software, email, internet and file systems.
15. Must be able to provide quality supervision to janitorial and lawn care employees.

CONCEPT: 09/09

REVISED: 01/18