



The mission of the College is “Setting Bermuda's Students on the Paths to Success”. We are looking for dynamic and creative professionals to join our team of faculty and staff. We are a Community College with a student body of traditional and non-traditional students.

FACILITIES MANAGEMENT AND SECURITY SERVICES

Facilities and Security Supervisor

Working under the supervision of the Director of Facilities and Security, the Facilities and Security Supervisor (FSS) will ensure Bermuda College is a clean, safe and secure campus. The FSS will undertake limited financial and relevant, human resource administrative duties within the Department. In conjunction with the Director, the FSS will establish the operational goals and standards to be achieved by both the custodial and security teams, and directly supervise the daily operations and tasks of the custodial and security teams. Will also be responsible for review of policies and procedures to recommend changes were necessary.

Supervision of Janitorial Services

Responsibilities and Support

As this is a working supervisor position, the successful applicant will supervise and provide working support for a range of janitorial services. Responsibilities include producing work schedules and allocating the workload among the custodial staff; and, regularly reviewing the janitorial services provided by in-house custodians and sub-contractors. He/she will provide consistent training and information to ensure custodians are kept abreast of industry standards.

The Supervisor will also support the custodian team by leading out setups and break-downs of the various on-campus rooms for all official functions; and, will undertake basic janitorial duties as required in the unplanned absence of the Custodians

Supervision of Security Services

Responsibilities and Support

The successful candidate will also have primary responsibility for the overall supervision of the security and safety services, to protect the College's physical property and technical assets, and to ensure the security and safety of students and employees of Bermuda College, and of members of the public who enter the campus to conduct legitimate business.

Duties include preparing work schedules and assignments for the security staff, and ensuring adequate security measures and surveillance of the campus at all times. The Supervisor will ensure regular monitoring of the fire, health and safety hardware, the fire alarm system and extinguishers, and be responsible for organizing regular fire and safety drills.

The Supervisor will be expected to work relevant shifts in order that he/she remains abreast of the operations of the college at peak times and evening activities. Flexibility is required in order that the Supervisor is available and on-call for emergencies and for unplanned absences; this will include the availability to be on the campus weekends and evenings as functions demand.

General administrative duties will include investigating on-campus incidents and accidents and preparing reports as necessary. Assisting in the production and distribution of student and employees IDs; holding weekly, events meetings for all custodians and security personal to ensure all on-campus events are acknowledged and prepared for; advising the Director on all requests for vacation and special leave and tracking all appointments, absences and other commitments of custodians and security officers; and, completing annual performance appraisals for custodial and security staff.

The College will provide supportive, supervisory and management training to the successful candidate.

Qualifications, Experience, Skills and Abilities:

The Post-holder must have successfully completed an Associate Degree or have obtained relevant certificates or certifications in any of the following areas of janitorial services; building management or security services. Must be capable of operating within a computerized environment. Should have specific knowledge of safety and security procedures and up-to-date practices within the field of security and facilities management.

A minimum of three (3) years previous experience in the field of security/supervisory management is required for the post. The Facilities and Security Supervisor should have excellent time management skills and a consistent, strong work ethic.

Must be in a general degree of good health, familiar with health and safety guidelines; have knowledge of first aid and be CPR certified. The successful candidate must be willing to be CPR certified in the absence of a certification. The Supervisor must be able to stoop, bend and lift a minimum of forty (40) pounds. Must have strong command of grammar; written and verbal communication skills, and strong administrative skills.

Salary Range: BCS21 \$72,319.24 to BCS23 \$77,472.23

Resumes should be submitted to:

**Lauren Alleyne, Officer, Human Resources & Development
Bermuda College, P.O. Box PG 297, Paget PG BX, Bermuda or
humanresources@college.bm**

Please send, along with your resume:

At least two (2) recent written, character and (2) recent written work references (persons competent to assess your qualifications and experience) with telephone numbers. Official transcripts & copies of relevant certificates from recognized institution.

IMPORTANT: Resumes will not be processed without requested references attached.

Closing Date: October 28, 2011