

Metropolitan Knoxville Airport Authority
Job Announcement
Assistant Supervisor Building Services

Hiring Range: \$ 42,618.81 - 63,928.21 (DOE)

Location: 2055 Alcoa Hwy. Alcoa, TN 37701

A detailed job description is available at www.flyknoxville.com/careers

Responsibilities:

Seeking an organized, accountable people leader to assist the building services supervisor in managing a dynamic 30-person custodial team that includes crew and shift leaders for each shift. The assistant supervisor should be highly skilled in interpersonal interactions and work tasking and will help set direction for the group, as well as maintain the quality of cleanliness the airport is recognized for.

Primary responsibilities of this position: support the day-to-day people operations of the department, train and supervise staff, coordinate work with other departments where needed, recommend improvements, and address department administrative tasks. Position will require overtime and shift work at times.

Examples of Routine Functions:

- Supervisory and Standard Operating
 - Designate area work assignments for custodians, crew leaders and shift leaders
 - Frequently evaluate the performance of custodial staff and provide constructive feedback
 - Regularly inspect all assigned areas to ensure that all work is being carried out in a proper and orderly manner.
 - Assign relief custodians to fill in for absentee workers.
 - Field employee questions and resolve issues and concerns
 - Assist building services supervisor in managing the department
- Training
 - Ensure appropriate and current training is maintained by all custodial employees.
 - May conduct classroom-type and/or on-the-job training for all custodial staff.
 - Evaluate and assist in the selection of new cleaning products, materials, and equipment.
- Administrative
 - Document relevant records, reports, and other paperwork as needed.
 - Manage to a projects list for the custodial department.
 - May check timecards and ongoing tracking measures
- Assist with special projects for the department as needed
- Perform other related work as required and instructed.

Requirements:

- Associate's degree with and four years of work experience or equivalent. Bachelor's degree preferred.
- Two or more years of leadership experience
- Demonstrated experience in a custodial maintenance or building operations related field.
- Excellent organizational skills, attention to detail and time management

- Strong written and verbal communication skills with ability to communicate all levels of employees in a professional manner
- Strong listening and interpersonal skills
- Demonstrated commitment to customer service
- Must be able to work flexible shifts and overtime.
- Must have a valid Tennessee State driver's license.

This job is performed in a well-lighted, well vented, modern terminal building. Position requires constant movement from one work location to another and standing tolerance with frequent bending, stooping, twisting, overhead reaching and lifting of up to 50 pounds unassisted, 100 pounds assisted. Job requires the ability to effectively communicate over a two-way radio. May be assigned to designated shift and/or on-call duty. May be subjected to caustic cleaning chemicals with occasional unpleasant odors.

Applications Deadline: Position open until filled. Respond by June 18, 2022, for best consideration. A detailed job description is available at www.flyknoxville.com/careers. Please apply through the website, email to apps-resumes@tys.org, or mail to P.O. Box 15600 Knoxville, TN 37901 Attention: HR. Applications must be received by the stated deadline or postmarked by the deadline date to be considered. No phone calls please.

Applicants must submit ALL of the following in order to be considered: Official Metropolitan Knoxville Airport Authority Application or resume (Applicants submitting resumes must submit a completed signed copy of the MKAA application prior to being interviewed.)

Selection Process:

Applications (and additional documents, if applicable) will be reviewed to identify applicants whose qualifications most closely meet the needs of the Metropolitan Knoxville Airport Authority. Employment process includes a background check and physical, which includes drug testing.

The Metropolitan Knoxville Airport Authority conducts random employee drug screening.

The Metropolitan Knoxville Airport Authority is an Equal Employment Opportunity Employer