

## **Responsibilities of Supervisors**

The person you report to administratively and who assigns your work is called your first-line supervisor. We place a great deal of trust and responsibility in these supervisors. Your supervisor is a member of University management and represents the University to you, the employee. Your supervisor assigns, controls, and directs the work of the section with safety in mind. Your supervisor also maintains discipline and assures that University policies are followed.

These men and women are key personnel in every sense of the word. In order for the Utilities Department to function as a cohesive, smooth-working team, it is absolutely essential that you give your supervisor your loyalty and cooperation. Your first-line supervisor should be your first point of contact with the University concerning any questions or problems that may arise. You are obligated to follow your supervisor's legitimate orders and directions.