

CLEANING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory and administrative position responsible for organizing and directing both in-house and contracted cleaning and security services for a municipality. The incumbent oversees the daily activities of the cleaning staff and ensures all work is performed within accepted standards. In addition, the incumbent maintains regular contact with contractors to arrange for services and to resolve any problems. The work is performed under the general direction of administrative staff. Direct supervision is exercised over cleaning and security staff. An employee in this class is required to work hours other than the normal work week and travel between facilities on a regular basis.

TYPICAL WORK ACTIVITIES:

1. Supervises cleaning and security staff including assigning and reviewing work, conducting performance appraisals, counseling, and overseeing matters of discipline;
2. Makes periodic inspections of buildings to check on general cleanliness and ensure quality performance of assigned work;
3. Maintains cleaning supply inventories and oversees distribution to cleaning staff;
4. Instructs new employees in cleaning procedures;
5. Maintains a continuous evaluation of the cleaning program and efficiency of cleaning staff, and provides oral or written reports as requested;
6. Meets with vendors, evaluates new products and equipment, and makes recommendations for the purchase of cleaning supplies;
7. Develops specifications for contracted services;
8. Meets with contractors to discuss range of services to be provided and to resolve any disputes or problems;
9. Reports malfunctions of lighting, heating, and fire protection equipment to maintenance personnel;
10. Monitors work of security and cleaning contractors, maintains records of performance, and writes reports as requested;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of building cleaning practices, supplies and equipment; ability to utilize supplies and equipment economically and efficiently; ability to plan, assign and supervise the work of others; ability to evaluate cleaning supplies and equipment; ability to understand and carry out oral and written instructions; ability to keep records and prepare reports; ability to communicate effectively; thoroughness; initiative; physical condition commensurate with the demands of the position.

CLEANING SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Four (4) years of full-time work experience in large scale building cleaning or janitorial work, of which at least two (2) years were in a supervisory capacity;
OR: (B) Four (4) years of full-time work experience in large scale building repair and maintenance, of which at least two (2) years were in a supervisory capacity;
OR: (C) Two (2) years of full-time administrative or management work experience involving facilities maintenance or cleaning;
OR: (D) An equivalent combination of training and work experience as contained in (A), (B) and (C) above.

Note: Supervisory experience must have been over a staff of at least five (5) employees.

SPECIAL REQUIREMENT:

Eligibility for a New York State Motor Vehicle Operator's License at time of application, and possession of said license at time of appointment.

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