

DEPARTMENT: PUBLIC WORKS
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 31, 2023

CLEANING SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for directing, administering, and participating in the cleaning operations of the building environment in a sanitary, attractive, and orderly condition. An employee in this class will plan, create written work plans, direct and review the work of the day and night cleaning shifts at all County owned, and where applicable, leased spaces. This position works under the general supervision of the Deputy Commissioner of Public Works – Buildings & Grounds. The incumbent exercises direct and general supervision over subordinate cleaning personnel with leeway allowed for the exercise of independent judgment in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, coordinates, and supervises the cleaning operations of buildings including offices, rooms, clinics, halls, stairs, laboratories, and other similar units.
2. Supervises, coordinates, schedules and assigns, and participates in the daily work activities of cleaning personnel;
3. Establishes and enforces work methods, procedures and standards and ensures that cleaning activities are in compliance with all policies and safety standards;
4. Reviews the work of assigned staff to ensure the work quality and timely accomplishment of assigned duties, work orders and responsibilities;
5. Supervises staff through appropriate work delegation; meets regularly with staff to discuss and resolve special project and workload issues; provides assistance and training in technical issues and responsibilities; participates in disciplinary measures and works with employees to correct performance deficiencies;
6. Establishes and maintains a regularly scheduled cleaning program (i.e. floor care, deep cleaning, etc.);
7. Instructs and trains staff in the proper methods, procedures, and use of cleaning equipment, supplies, and applicable rules and procedures;
8. Issues supplies such as soap, detergents, mops, pails, sweepers, rags, polish, disinfectants, and lavatory supplies;
9. Receives and distributes all maintenance equipment and supplies while maintaining inventory records of same;
10. Inspects work in progress and all completed projects, reports all defective equipment and material to proper department, inspects building and rooms for pest control;
11. Supervises and participates in the placement of chairs and equipment and the preparation of rooms;
12. Evaluates the needs of the cleaning services division and prepares recommendations for equipment and supply requests for future budget development and purchases;
13. Drives between county buildings and facilities to perform duties;
14. Identifies training needs and assists Deputy Commissioner with establishing training and program needs;
15. Maintains timekeeping and payroll records for employees' working hours, accruals, and time off;
16. Supervises and supports all buildings open and close procedures;
17. May be assigned the duties of Deputy Commissioner in his /her absence;
18. Performs the duties of Building Attendants and/or Cleaners when necessary may be required to cover and /or assist other supervisors' duties as needed;
19. May be required to attend Legislative committee meetings.

CONTINUED

CLEANING SERVICES SUPERVISOR CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of large-scale building cleaning practices, methods, materials, and equipment; good knowledge of the maintenance of mechanical fixtures and equipment; skill in the use of building cleaning equipment and tools; ability to use computer and modern software applications at an acceptable rate of speed and accuracy; ability to perform, lead, plan, and supervise all levels of cleaning duties; ability to understand and follow oral and written instructions; ability to maintain records of material and supplies; ability to prepare activity reports; ability to get along with others; ability to perform work involving considerable physical effort and to lift and move heavy objects such as furniture; initiative and sound professional judgment; industry and dependability; willingness to perform custodial and other manual tasks; neatness of appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS: Four (4) years of permanent non-competitive status as a Head Cleaner with the Niagara County Department of Public Works immediately preceding the date of written exam.

OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma **and** four (4) years of full-time paid experience in the large-scale cleaning maintenance of buildings, grounds, and equipment, two (2) years of which must have involved directing the work of at least six (6) others in this field.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field at time of appointment and for the duration of employment.