

CLEANING SUPERVISOR

JOB CODE: 7421
LOCATION: Tioga County Department of Public Works
CLASSIFICATION: PJC
SALARY: CSEA SG 6
ADOPTED: Reso. 370-23

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position that involves the responsibility for overseeing the building cleaning operations for Public Works. Cleaning tasks are performed according to a well-established procedure, while maintenance tasks are executed by specific instruction. Direct supervision is exercised over Cleaners. The work is performed under the direct supervision of the Working Supervisor and under the general supervision from the Commissioner and Deputy Commissioner of Public Works. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Schedules, assigns, and instructs cleaning personnel;
- Requisitions and maintains needed inventory of supplies;
- Maintains records and makes reports of supplies usage and cost, and activities carried on;
- Inspects buildings to ensure standards of cleanliness and orderliness are maintained;
- Leads and participates in all building cleaning activities;
- Sweeps and mops floors and stairs;
- Dusts desks, woodwork, furniture, and other equipment;
- Washes windows, walls, sinks and other fixtures;
- Polishes furniture and metal furnishings;
- Empties waste baskets, collects and disposes of rubbish;
- May arrange chairs and tables and other equipment for special use of buildings;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of large-scale building cleaning practices, supplies, and equipment; ability to supervise the work of others; ability to maintain records of materials and supplies; willingness to perform routine cleaning and other manual tasks; ability to understand written and oral instructions; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of full-time supervisory experience (or its part-time equivalent) in a large-scale cleaning operation.

Special Requirement: Possession of an appropriate level New York State driver's license at the time of appointment and continuously during employment to perform duties occurring during the normal course of work.