

HOUSEKEEPING SUPERVISOR

77-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the planning, organizing, developing procedures and directing the activities of the custodial and maintenance personnel for Human Services Complex. The work is performed under the general direction of the Facilities Superintendent. Supervision is exercised over all custodial and maintenance staff assigned to the complex. Broad leeway is allowed for the use of independent judgment in carrying out job responsibilities.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, develops, organizes, implements procedures, evaluates and directs custodial and maintenance services for an assigned area, its programs and activities;

Supervises the Assistant Housekeeping Supervisor, the custodians and custodial workers, building maintenance mechanics and grounds and maintenance workers and reviews their work;

Makes frequent inspections of complex buildings and grounds to check on cleanliness, condition and the work of subordinates;

Supervises the accomplishment of periodic maintenance and maintains records on same;

Maintains written position descriptions and performance evaluations for all subordinates;

Uses common office program software in performing work assignments;

Assists in the recruitment and selection of subordinates;

Monitors contractors and contracts providing complex custodial services;

Coordinates maintenance requirements with the building maintenance supervisor;

Coordinates activities with program and building administrators or their designees;

Performs associated administrative duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of building cleaning, housekeeping and maintenance practices, supplies and equipment; good knowledge of laws, rules, regulations and policies relating to housekeeping and maintenance functions in a long-term facility and human services complex; ability to plan and supervise the work of others; ability to keep records and prepare reports; ability to operate common office software programs; ability to make independent decisions; ability to deal effectively with others; ability to work harmoniously with professional and non-professional personnel; patience; tact; cheerfulness; and enthusiasm.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a Regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher in Engineering Technology or related field and two (2) years full time paid experience in Building cleaning activities; or
- (B) Four (4) years of experience in building cleaning or janitorial work, at least two (2) years of which must have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience.

Typed into Y:Classplan on 08/02/10
Revised and Replaced in Classplan: 2/10/2023

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Created: Nov. 27, 1987
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A