

BUILDING SERVICES SUPERVISOR

KIND OF WORK

Administration and supervision of the cleaning program utilized in the state buildings.

NATURE AND PURPOSE

An employee in this class is responsible for the execution of an effective cleaning program. Assigns, reviews and evaluates work performed by the cleaning personnel. Instructs cleaning personnel in work methods, safety procedures and other phases of cleaning work. Administers and evaluates quality control program. Work is performed under the supervision of the Building Service Manager.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the operation of a major cleaning program in a state building or group of buildings.

Prepares budget estimates for area of responsibility.

Evaluates the effectiveness of the cleaning production relative to quality and cost.

Assists the Building Services Manager in determining cleaning frequencies, employee workloads and quality levels.

Makes regular quality inspections and reports the results of these inspections to the Building Services Manager.

Provides instruction to employees on standard cleaning procedures and ensures that they are adhered to.

Maintains time and attendance records on employees supervised.

Evaluates employees job performance.

Enforces safety policies and procedures.

Controls the use of supplies and equipment.

Plans and assigns employees work assignments.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are also essential at entry and are to be used in development of selection criteria.)

Knowledge of:

*Thorough knowledge of cleaning methods, materials and equipment.

Ability to:

*Ability to plan, assign and supervise the work of cleaning personnel.

*Ability to work with department supervisors.

*Ability to keep records and write reports.

*Ability to estimate material, supplies and equipment needs and to maintain an adequate supply on hand.

*Ability to evaluate cleaning quality and to adjust cleaning frequencies and employee workload to maintain established quality levels.

*Ability to make a cost analysis of his/her cleaning program.

Est.: 4/25/68
Rev.: 6/78

T.C.:
Former Title(s):