

## **Cleaning Supervisor Tompkins County**

**Department:** PW, NCS, TC3  
**Classification:** Competitive  
**Labor Grade:** 13 for County positions, I for TC3  
**Approved:** 0  
**Revised:** 01/90; 5/91; 11/98; 8/00; 3/01; 3/13; 08/14  
**By:** HH, Commissioner of Personnel  
**BBP Risk Factor:** 1

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) supervisory experience in a large scale cleaning operation; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or equivalent part-time and/or volunteer) cleaning experience; **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that specified in (a) and (b) above.

### **SPECIAL REQUIREMENT FOR THE TOMPKINS COUNTY PUBLIC WORKS DEPARTMENT:**

Appointees must possess a valid New York State Driver's License or otherwise demonstrate the ability to meet the transportation requirements of the position.

**Tompkins County is committed to Equity and Inclusion, we encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position involving responsibility for the efficient and economical cleaning of office or school buildings and (if assigned) the maintenance of surrounding grounds. An employee in this class will assist a higher level employee in planning, directing and reviewing the work of a custodial or cleaning shift. This class differs from that of cleaner or custodian in that this position has greater supervisory responsibilities. Depending upon the jurisdiction, the incumbent may be required to serve on a cleaning team as crew leader. In this situation, the employee has responsible charge of the shift. The work is performed under the general supervision of a General Building Supervisor, Head Custodian or Manager of Operations. Wide leeway is allowed for the exercise of independent judgment in keeping buildings up to approved standards of cleanliness. Direct supervision is exercised over the work of cleaners, custodians and (if assigned) grounds keeping personnel. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Makes regular inspections of buildings and grounds to maintain proper cleaning procedures and makes recommendations for improvements or new equipment;
- Plans, schedules, assigns, supervises and evaluates the work of cleaning and/or custodial staff under the supervision and general direction of a more senior employee;
- Monitors the quality and production and reports same to a higher level staff member;
- Instructs staff in the proper methods, procedures and use of cleaning equipment;
- Checks to ensure that all assignments have been carried out, that buildings are cleaned;
- Reviews and approves time cards;
- Requisitions and maintains needed inventory of supplies and equipment;
- Keeps records and makes reports of supplies usage and cost, and activities carried on;
- Assists in the preparation of an annual budget for all cleaning activities;

- Assists the General Building Supervisor, Head Custodian or Manager of Operations with division accounting and record keeping;
- Participates in the interviewing process and provides input into the hiring of prospective temporary and permanent employees;
- Assists with cleaning and grounds maintenance activities as necessary;
- Reports any acts of vandalism or breakage to proper authorities;
- **Depending upon the appointing authority:**
- May be required to lock, unlock and make buildings ready for activity;
- May Inspect and otherwise exercise control over cleaning services performed by outside contractors;
- May be required to supervise the mowing of lawns and the trimming, removal and/or planting of shrubs and trees;
- May be required to supervise the cleaning of snow and ice from walks and driveways;
- May be required to supervise the maintenance of grounds maintenance equipment such as mowers, trimmers and tractors;
- May be required to operate cleaning equipment (e.g., rotary floor machines, window washer, chemical pressure sprayer, carpet shampooer) and participate in building cleaning and minor maintenance activities;
- May be required to take and record swimming pool chemical readings;
- May be required to fill swimming pool chemical containers, repair chemical feeder, clean circulation strainer, backwash filter, remove foreign materials from air release lines and troubleshoot mechanical equipment;
- May be required to schedule and/or conduct a variety of training for employees (In the Tompkins County Public Works Department, training may include, but is not limited to: safety training, mandatory "right to know" training, blood born pathogens training, etc.)

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of large scale building cleaning practices, supplies and equipment;
- Depending upon the location, may require a working knowledge of equipment, materials and safety procedures of ground maintenance;
- At TC-3, a good knowledge of the operation and maintenance of swimming pool equipment, including chemical feeders, backwash filters and mechanical equipment is required;
- Skill in the use of building cleaning equipment and tools (e.g. vacuum cleaner, carpet shampooer, floor buffer);
- Depending upon the location, may require skill in the use of grounds maintenance tools and equipment (e.g. trimmer, mower, snow-blower and chain saw);
- Ability to follow moderately difficult oral and written directions;
- Ability to perform computations involving fractions, decimals, addition, subtraction and multiplication;
- Ability to maintain records of materials and supplies;
- Ability to prepare reports of activities;
- Ability to perform, lead and/or supervise all levels of cleaning duties;
- Ability to plan and supervise the work of others;
- Ability to perform work involving considerable physical effort;
- Ability to use cleaning equipment efficiently and safely and to maintain equipment in a safe condition;
- Ability to make minor plumbing and mechanical repairs;
- Willingness to perform custodial and other manual tasks;
- Thoroughness, resourcefulness, dependability and good judgment are required.
- The employee's physical condition shall be commensurate with the demands of the position.

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