

Senior Cleaner Tompkins County

Classification: Competitive

Labor Grade: 9

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from high school or possession of a high school equivalency diploma AND one year of full-time paid (or 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 four 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.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

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

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for providing oversight to Cleaners to ensure the efficient and economical cleaning and light maintenance of offices, school buildings and maintenance of the surrounding grounds. The work is performed under the general supervision of the Buildings and Grounds Cleaning Supervisor. 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 and other personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides direct supervision to cleaning staff on an assigned shift;

Monitors quality and production and reports on same to Cleaning Supervisor;

Assists with the scheduling and the assignment of cleaning work to subordinate personnel;

Assists with the regular inspection of buildings and grounds to ensure that proper cleaning procedures are being followed in order to maintain approved standards of cleanliness;

Checks to ensure that all buildings are cleaned, heated, unlocked, locked, and in all other aspects are in full readiness for all regular and special activities or events;

Keeps an inventory of supplies and equipment and makes recommendations for purchases;

Maintains records and makes reports of activities and supplies used;

Operates cleaning equipment (e.g., a rotary floor machine, window washer pole, carpet shampooer, burnisher, etc.);

Instructs staff in the proper techniques of cleaning, light maintenance, and use of cleaning equipment;

Participates directly or serves as a lead person in the performance of regular cleaning duties, floor stripping and refinishing, carpet shampooing, snow removal, or other cleaning activities as needed;

Performs general maintenance and repair of cleaning equipment;

Transports equipment and supplies as necessary;

Reports major building system breakdowns (i.e., heating, plumbing, electrical, building envelope, etc.), breakage or acts of vandalism to proper authorities and/or supervisors;

May empty wastebaskets, collect and dispose of trash and recyclable materials;

Assists with a wide variety of other cleaning, grounds, and/or maintenance activities as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of cleaning practices, supplies and equipment;

Working knowledge of the tools, equipment, materials and safety practices of commercial type cleaning;

Skill in the use of cleaning equipment and tools (e.g. vacuum cleaner, carpet shampooer, floor buffer);

Skill in the use of grounds maintenance tools and equipment (e.g. trimmer, mower, snow-blower and chain saw);

Ability to establish and maintain good interpersonal working relationships and work in a team environment;

Ability to communicate effectively with subordinates orally and in writing;

Ability to follow moderately difficult oral and written directions;

Ability to perform computations involving fractions, decimals, addition, subtraction, and multiplication;

Ability to perform and supervise all levels of cleaning duties;

Ability to effectively plan and supervise the work of others;

Ability to maintain records of personnel, materials, supplies, and equipment used;

Ability to perform work requiring physical exertion such as lifting and repetitive motion;

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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