July 30, 2008

MEMORANDUM

FROM: Mary Dolan

RE: JOB POSTING: ID NUMBER 43114 SUPERVISING JANITOR
PERMANENT CONTINGENT FULL TIME SALARY: $34,095

NATURE OF WORK
These classes are responsible for administering a custodial program and supervising the custodial tasks in the cleaning and care of public buildings and adjacent grounds, including large state office buildings and university complexes.

Most of the positions in these classes are located in the State University system and the Office of General Services in the Executive Department.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS
A Supervising Janitor supervises from 10 to 30 subordinate positions and may be responsible for all cleaning activities at a small office building.

TYPICAL ACTIVITIES, TASKS AND ASSIGNMENTS
- Supervises and administers a program of systematic cleaning and care of assigned building areas, in accordance with established guidelines. Some of these tasks are normally performed by the top janitorial position at a given location, but, depending on the organizational setting, may also be performed by lower level supervisory janitors.
- Plans and schedules staff assignments and cleaning services. Based on workload and available staff, reassigns staff to ensure that work is accomplished according to schedule and that staff is fully utilized. Arranges for shifting of personnel to handle emergency cleaning projects.
- Informs staff of agency policies and directives in meetings and in memoranda. Interprets agency guidelines affecting the custodial operation.
- As assigned, evaluates and makes recommendations for equipment, changes in cleaning methods, and work performance standards to ensure a more effective and efficient cleaning program, prepares the annual equipment, supplies, and personnel budget for the custodial operation.
- Supervises a perpetual inventory system, including the requisitioning of new cleaning equipment and supplies. Ensures proper distribution and control of equipment, materials, and supplies issued to custodial staff.
- Supervises a staff of subordinates in the performance of their duties, provides oral and written instructions to staff for requested special services which vary from routine operations.
- Inspects buildings and assigned areas for compliance with cleaning programs. Investigates complaints of unsatisfactory cleaning performance and takes corrective action, to avoid repetition and resolve problems.
· Supervises minor routine maintenance repairs to buildings and equipment. Reports, orally or in writing, conditions requiring a higher level repair capability to supervisory staff.

· Prepares or supervises the preparation of periodic reports, such as work activity, cost reports, and manpower utilization and requirements, to advise management staff of the status of custodial operations.

· As assigned, supervises the arrangement of premises for special events, such as graduation exercises and conferences.

· Interviews prospective employees and recommends selection of qualified candidates.

· Sets training standards for new employees and ensures that standards are being met by follow-up with supervisors and by personal observations.

· Answers questions and assists subordinate supervisors in solving personnel work related problems, and recommends retention or termination of probationary employees.

· Evaluates work performance against acceptable standards by review of production activity reports, discussions with supervisors, and personal observations. Where below standard work is apparent, takes appropriate remedial action to improve work performance.

· Ensures the efficient and effective use of time by the staff by such means as enforcing the attendance rules, resolving disciplinary problems, and meeting established work schedules.

**NATURE OF SUPERVISION**
An incumbent serving as the top janitorial position in a building complex directly assigns staff; sets standards for the quality and quantity of work produced; provides written instructions for normal operations and written or oral instructions for special assignments, and controls activities by reviewing periodic activity reports, meeting with staff, and observing the custodial operation. In turn, the incumbent is supervised by an administrator having responsibilities beyond the cleaning and care of the specific area, such as a position in the Public Building Manager Series or Plant Superintendent Series, who provides general direction and oral and written interpretations of agency policy relating to the cleaning operation and periodically reviews production activity reports.

**JOB REQUIREMENTS**
· Good knowledge of the agency's cleaning and care practices and procedures; of cleaning equipment and effective custodial work performance standards, and of the properties of various cleaning substances.

· Working knowledge of effective inventory, requisitioning, and distribution techniques for cleaning supplies and equipment.

· Good knowledge of the principles and practices of supervision, as well as, basic knowledge of personnel practices as they relate to hiring, evaluating employee performance, and employee rights and benefits as outlined in labor-management agreements.

· Ability to supervise a large group of employees; to recognize below standard production and take appropriate remedial action.

· Ability to understand, interpret, and carry out oral and written instructions and directives pertaining to custodial operations, to prepare numerical production reports and factual written reports of the units' activities, to orally communicate with others to exchange information and give guidance about custodial operations.
MINIMUM QUALIFICATIONS
Two years of experience in the care and maintenance of a large building.

THIS IS A COMPETITIVE CLASS POSITION. TO BE ELIGIBLE FOR APPOINTMENT, APPLICANTS MUST BE REACHABLE FROM THE APPROPRIATE CIVIL SERVICE LIST OR BE ELIGIBLE FOR TRANSFER TO THE TITLE.

LOCATION: Academic Building
SUPERVISOR: Theresa Green
SHIFT: Monday through Friday 3:30pm-Midnight

Persons who are interested and who qualify for this position may apply in the Office of Human Resources, Raymond Hall, Room 219 between 7:00 a.m. and 4:00 p.m. All applications must be in the office within fifteen days of the date of this notice. Application deadline is August 14, 2008, close of business.

SUNY Potsdam is an equal opportunity affirmative action employer committed to excellence through diversity. The College provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Resources. The decision on granting reasonable accommodations will be made on a case by case basis.

MD/hlw