

LANCASTER COUNTY BUILDING CLEANER MANAGER

NATURE OF WORK

This is supervisory work scheduling, coordinating and supervising cleaning personnel and equipment across multiple building sites.

Work involves coordinating personnel work schedules within and between building sites, overseeing subordinate supervisory, technical and cleaning staff, performing minor equipment maintenance and arranging for equipment maintenance and repair as needed. Work also involves interviewing applicants, making hiring recommendations and organizing/providing training for new personnel. Supervision is exercised over Cleaning Supervisors, Cleaning Equipment Operators and Building Cleaners as assigned. Supervision is received from an administrative superior with work reviewed in the form of reports and results achieved.

EXAMPLES OF WORK PERFORMED

Develop and coordinate staff work schedules for cleaning activities in all designated properties under the management of the Public Building Commission; train, supervise and evaluate subordinate cleaning personnel; interview applicants, make hiring recommendations and organize training for new staff; inspect staff work to ensure proper cleaning techniques, utilization of equipment and supplies and appropriate time management.

Obtain and follow-up on cleaning complaints by building occupants; assign special work crews to handle emergency situations or special clean-ups; ensure building security is maintained by cleaning personnel through continued communication, staff training and periodic on-site checks.

Perform minor equipment maintenance as needed; schedule and arrange for routine cleaning equipment maintenance and repair; prepare budget estimates as requested; approve and monitor purchase requests for equipment and supplies; evaluate new cleaning products; oversee designated building site cleaning supply and material inventories.

Coordinate cleaning projects due to facility moves or building acquisitions; obtain information and feedback regarding cleaning needs and staff performance from departmental personnel; schedule vendor meetings; ensure chemical warnings and protective gear are posted/available to all staff as required by State and Federal guidelines.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of building cleaning maintenance and staffing needs.

Considerable knowledge of the operation and maintenance of industrial cleaning equipment.

Knowledge of various and effective cleaning methods, techniques and materials as well as precautionary measures and safety requirements.

Knowledge of budget estimates, preparation and monitoring techniques.

Ability to schedule, train, supervise and evaluate the work of subordinate personnel.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, departmental staff, security personnel and the general public.

Ability to make operational decisions in response to changing conditions and in emergencies.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in commercial custodial, institutional custodial or housekeeping work including supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent including experience in commercial custodial, institutional custodial or housekeeping work and experience in supervising cleaning personnel or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a County vehicle is required.

11/12

PS4735