

HEAD JANITOR

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent directs one or more building service activities; such as, cleaning of buildings, the moving of office equipment, the maintenance of grounds, and the operations of a parking lot. Supervision is exercised over a substantial number of building service personnel; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews requests for moving office equipment and plans moving jobs as to date, nature of move, and types of moving equipment to be used;

Prepares reports of items moved, department involved and number of personnel utilized;

Prepares work schedules and checks on proper staffing of building service functions;

Supervises personnel involved in the cleaning of offices, sidewalks, steps, hallways, and/or parking areas and instructs personnel in these areas;

Inspects and supervises work performed by contract cleaners;

Checks on inventory of cleaning and toilet supplies and tools and indicates orders for same;

Inspects buildings and grounds and advises Maintenance Section of needed repairs;

Operates parking facilities;

Assigns men for loading and unloading of delivered goods;

Keeps records of employees attendance and time off;

Establishes watchman shifts;

Supervises the removal of ice and snow from steps, sidewalks and parking areas using shovels, chemicals and/or mechanized equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of building cleaning practices, supplies and equipment; good knowledge of moving practices and equipment; ability to maintain records and prepare reports; ability to supervise the work of others; ability to inspect and supervise building service contracts for cleaning of offices; dependability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school or equivalency diploma and five years of building housekeeping experience, two years of which was in a supervisory capacity; or (b) nine years of building housekeeping experience, two years of which was in a supervisory capacity.