

HOUSEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for the housekeeping activities at one or more of the County's facilities. An incumbent oversees a variety of building service activities, including cleaning, room set up and routine repair and maintenance. This is a working, first line supervisory position, providing on-site leadership and follow through on tasks and assignments. The position may be used in any of the County's large buildings. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans the daily work schedule, assigns work, and oversees employees engaged in cleaning, general building services and maintenance;

Insures that hourly staff satisfactorily complete work assignments in accordance with contractual requirements;

Oversees and participates in building cleaning, general housekeeping and grounds keeping, including window, woodwork and wall washing, floor and carpet cleaning, mowing, pruning, raking, snow removal, etc.;

Reviews requests for room set-up, noting special requirements, and plans and schedules the activity including the nature of staff and equipment needed to perform the work;

Insures that rooms are appropriately set up for meetings and special conferences;

Inspects equipment and furnishings for cleaning, repair and maintenance needs and makes the necessary arrangements to correct the situations;

Investigates building service problems and confers with superiors on action to be taken;

Performs routine cleaning, maintenance and repair to small motors, lavatory installations, and other systems as assigned, making periodic checks to assure proper operation;

Instructs building service employees in the use and care of supplies and equipment;

Keeps records of work done, supplies used and requisitions necessary supplies;

Reports problems as may be required;

Keeps records of employees' time and attendance;

Performs routine and emergency cleaning, repairs and maintenance, both scheduled and in response to emergency situations, as required;

May monitor contract employees' hours and submit monthly reports used to adjust payments made to contractors, i.e., full payment is not made when scheduled personnel do not report for work;

EXAMPLES OF WORK: (Illustrative Only) (con't)

May assist in employment interviews for annual and hourly positions;

May assume full responsibility for facility or facilities in immediate supervisor's absence;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the types of equipment and supplies used in providing building services; thorough knowledge of the techniques and safety precautions of the trade; good knowledge of building service practices and procedures; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to plan, supervise and review the work of others; ability maintain records and prepare reports; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; dependability; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of an equivalency diploma and three years of housekeeping, labor or building service experience, including at least one year in a supervisory capacity; or (b) five years of housekeeping, labor, or building service experience including at least one year in a supervisory capacity; or (c) a satisfactory equivalent combination of training and experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.