

Department: Public Works
Classification: Competitive
Grade: 8

SPEC DISK H7
DOCUMENT 12

SENIOR BUILDING MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for being in immediate charge of the building management activities in the County Complex and various out buildings covered under the Public Works Department. This is supervisory work involving responsibility for seeing that offices and other parts of the building are properly maintained in a clean condition. The incumbent oversees such work programs under general supervision of the Public Works Buildings and Grounds Supervisor and reports to this individual on matters beyond their authority to decide. Supervision is exercised over a number of building maintenance personnel. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules and supervises the work of the staff engaged in sweeping, mopping, cleaning, dusting and other custodial work;
Supervises the supplies and storage room;
Instructs new employees in their duties;
Sees that lights are off and that doors and windows are closed before leaving empty rooms;
Furnishes the custodial staff with necessary supplies and equipment;
Requisitions janitorial and cleaning supplies;
Keeps time and other records;
Reports unusual occurrences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning management and aptitude for the work of managing, guiding and training help in cleaning work; ability to schedule and supervise the work of others; ability to maintain good working relationships with subordinate personnel; ability to understand and follow oral and written directions; thoroughness; neat appearance; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

Three years as a Building Maintenance Helper with the Department of Public Works.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five years of building cleaning experience.

SPECIAL REQUIREMENTS:

Possession of a New York State Driver's license at the time of appointment.

**Revised: 03/25/2010
12/13/2019**