

HEAD CLEANER

GENERAL STATEMENT OF DUTIES: Has charge of the building cleaning activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is manual and supervisory work involving responsibility for maintaining economical and efficient standards in building cleaning activities. The work is performed under general supervision, in accordance with established routines, permitting leeway for the exercise of independent judgment in carrying out the details of the work. The work is reviewed by inspections and reports. A Head Cleaner supervises the activities of a staff of subordinate Cleaners.

EXAMPLES OF WORK: (Illustrative only)

Checks to insure that the building is properly heated, cleaned and in readiness for all activities;

Assigns work to subordinates and instructs new employees in the proper use of supplies and equipment;

Supervises and participates in a wide variety of building cleaning activities, such as, supplies and mops floors, dusts desks and woodwork, and washes walls and windows;

Supervises and participates in a wide variety of grounds keeping activities, such as mows lawns, trims shrubs and rakes leaves;

Supervises and participates in a variety of routine minor maintenance tasks, such as, repairs window shades and replaces light bulbs;

May act as watchman, checking doors and windows at night and at other times when the building is not in use to insure against improper entry;

Reports damage and need for repairs.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of building cleaning practices, supplies and equipment and ability to use them economically and efficiently; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; mechanical aptitude; willingness to do custodial and other manual tasks; thoroughness; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Two (2) years of building cleaning experience.

ULSTER COUNTY

3330 HD CLEANER

Classification: Non-Competitive

Grade: 4

Union: CSEA