

Civil Division: Oneida County Government (MVCC Only)
Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Adopted: 05/20/13

SUPERVISOR, FACILITIES SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the scheduled use of, and for the custodial care of, campus facilities. The incumbent shall coordinate space and time allotments and coordinate the use of special equipment and occupancy, as may be required for academic and civic use, consistent with scheduling. The incumbent is responsible for the in-service training of all assigned personnel and the quality, efficient and timely custodial care and minor maintenance of campus facilities. General direction is received from a higher level supervisor. Supervision is exercised over all subordinate assigned personnel. The incumbent performs related work as assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and coordinates staff assignments;
Supervises and coordinates the set up and tear down of campus meetings and events;
Inspects work schedules to ensure proper completion;
Responsible for ordering supplies and inventory control;
Performs quality assurance inspections and initiates action to correct deficient performance;
Ensures training and development of staff;
Directs the performance measures of custodial staff and develops goals;
Performs other related duties and responsibilities as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of building cleaning practices (Green Cleaning) and equipment; thorough knowledge of work standards and manpower requirements; working knowledge of computerized maintenance management systems, word processing, and spreadsheets; excellent written and verbal communication skills; strong organizational skills; good record keeping and written report experience; ability to lead and motivate; ability to work with all staff members and administration; ability to prioritize assignments and manage multiple projects; ability to utilize various computer software.

continued...

Minimum Qualifications: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree **AND** three (3) years of custodial work in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in custodial work; three (3) years of which shall have been in a supervisory capacity.

Special Requirement: Possession of a valid New York State driver's license at time of appointment. License must be maintained throughout duration of appointment.

Adopted: 05/20/13