

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 09/09/11

SUPERVISOR, BUILDING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position exists at Mohawk Valley Community College and involves responsibility for the scheduled use of, and custodial care of, campus facilities. The Supervisor, Building Services, 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 efficient and timely custodial care and minor maintenance of campus facilities. General direction is received from the Assistant Director of Facilities & Operations. Supervision is exercised over all subordinate assigned personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises all custodial activities;
Evaluates individual and work crew performance;
Maintains records of custodial supplies and an inventory of condition
of custodial equipment, master calendar of scheduled college activities, fee
schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment; good knowledge of work standards and manpower requirements; good knowledge of supervisory techniques; skill in training and motivation practices; clerical aptitude necessary in the development of records and reports; ability to work in harmony with staff, faculty and college administrative officers; ability to understand and interpret oral and written communications.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** three (3) years of experience in custodial work; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Five (5) years of experience, as outlined in (A) above.

NOTE: Verifiable part-time experience in custodial work will be pro-rated toward meeting full-time experience requirements.

Adopted: 10/05/83
Revised: 08/13/96, 02/22/01, 09/09/11