

MAJOR FUNCTION

This is supervisory position overseeing and coordinating building services activities in City Hall. Work involves oversight of Building Services functions, coordinating and monitoring cleaning activities, event set ups, and inventory control. Work also involves training custodial staff on new innovative cleaning and maintenance methods. Work is performed with considerable independence under the administrative direction of the Facilities Director. Work is reviewed through observation, conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Conducts periodic surveys of City Hall and prepares condition reports. Responds to complaints about custodial conditions within City Hall. Provides assistance for special events and functions including air conditioning adjustments, room set up modifications, and other requests resulting in customer satisfaction and event success. Prepares inventory schedule for Building Services' supplies and equipment maintenance. Responds to Building Services emergencies. Coordinate and liaison with the Supervisor of Building Maintenance and Building Services Custodial Lead for custodial requests, issues, and unresolved matters. Performs related work as required.

Other Important Duties

Monitors room set ups for meetings. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of building services and custodial activities/routines in large or commercial buildings. Considerable knowledge of building, mechanical, chemical, and electrical hazards to ensure personal and employee health and safety, and to ensure conformance with OSHA standards. Considerable knowledge of material, supplies equipment, and practices used in the cleaning of buildings. Considerable knowledge of the operation and care of equipment, tools and supplies related to cleaning buildings. Ability to recognize and define building safety, fire and living hazards. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate with subordinates and customers in a manner conducive to full performance and high morale.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of work experience that includes building maintenance, repair, and custodial services.

Necessary Special Requirements

(At the department director's discretion the noted license may not be required). Must possess a valid Class E State driver's license at the time of appointment.

Established: 01-15-92
Revised: 04-21-04*
01-13-09
07-23-11*
02-14-24