



**DUTCHESS COUNTY
CLASS SPECIFICATION**

HOUSEKEEPING SUPERVISOR

DATE ADOPTED: 01/08/1975

LAST REVISION: 3/1/23

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DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position with responsibility for managing the cleaning operations at Dutchess Community College. Responsibility is also maintained over the courier service for the Community College. Work is performed under the general supervision of a higher level administrator with wide leeway permitted for the use of independent judgment in planning and carrying out the technical phases of the work. Supervision is exercised over a large staff of cleaning personnel and Delivery Drivers.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs and supervises cleaning staff in the safe and efficient cleaning of all College facilities (both on and off-campus sites);
2. Establishes safety standards and controls and ensures that all staff follow proper procedures;
3. Prioritizes, assigns and schedules all courier services for the college;
4. Establishes cleaning standards and inspects and evaluates appearance and condition of buildings to insure standards are met;
5. Develops and maintains automated control and inventory records of all cleaning equipment and supplies;
6. Meets with manufacturer's representatives concerning cleaning products and equipment, evaluates new and different products and brands, and makes recommendations for purchases;
7. Develops and recommends budget for cleaning services;
8. Monitors scheduling of events held at the College (job fairs, craft shows, performances, etc.) and coordinates any set-up activities required;
9. Addresses concerns and complaints of the College community regarding cleaning services and initiates solutions;
10. Co-supervises snow and ice control activities;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles, practices, tools and terminology of large scale building cleaning; good knowledge of the safety procedures used in building cleaning activities; good knowledge of O.S.H.A. standards, the Right to Know Law and other safety laws, rules and regulations as they relate to building cleaning; good knowledge of budgeting and inventory procedures used in a municipal setting; good knowledge of recycling practices and procedures; skill in the use of standard tools and equipment of the trades; ability to supervise the work of others; ability to keep records; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to develop material and cost specifications; ability to utilize various software packages for database management; ability to direct and oversee the work of others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

Five (5) years of responsible experience in large scale building cleaning, custodial work or related areas AND at least one (1) year of which has been in a supervisory capacity;

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/16

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 11/27/79, 04/08/87, 07/01/91, 01/05/94, 3/1/23