

**DEPARTMENT:** PUBLIC WORKS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 9, 2009

### HEAD CLEANER II

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents are responsible for supervising cleaning crews and for participating in the cleaning services of county buildings. This position works under the general supervision of the Deputy Commissioner of Public Works – Buildings & Grounds. Supervision is received through conferences, reports and from occasional on-the-job inspection and allows for independent judgment and establishment of minor changes in procedures. This position differs from that of Head Cleaner due to the responsibility for a greater number of employees, which includes Head Cleaners when assigned. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Supervises and participates in the cleaning services of offices, rooms, clinics, halls, stairs, laboratories, and other similar units;
2. Assigns workers to duties and prepares schedules;
3. Instructs new cleaning employees regarding duties, proper use of equipment, supplies, and applicable rules and procedures;
3. Issues supplies such as soap, detergents, mops, pails, sweepers, rags, polish, disinfectants, and lavatory supplies;
4. Receives and distributes all maintenance equipment and supplies while maintaining inventory records of same;
5. Makes inspections of work in progress and all completed projects, reports all defective equipment and material to proper department, inspects building and rooms for pest control;
6. Supervises and participates in the placement of chairs and equipment and the preparation of rooms;
7. Evaluates the needs of the cleaning services department and prepares recommendations for equipment and supply requests for future budget development and purchases;
8. Drives between county buildings and facilities to perform duties;
9. Assumes the duties of Building Attendants and/or Cleaners when necessary and required.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of cleaning methods, materials, and equipment; good knowledge of the maintenance of mechanical fixtures and equipment; ability to plan and supervise the work of others; initiative and good judgment; ability to understand and follow oral and written instructions; ability to maintain records; ability to get along with others; industry and dependability; neatness of appearance; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

#### **SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Two (2) years of permanent non-competitive status as a Head Cleaner with the Niagara County Department of Public Works.

**OPEN-COMPETITIVE:** Graduation from high school or possession of an equivalency diploma **and** three (3) years experience in large-scale cleaning maintenance of buildings, grounds, and equipment. Two (2) years of the required experience must have involved directing the work of others in this field.

#### **SPECIAL REQUIREMENTS:**

Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field.