

BUILDING SERVICES LEAD

KIND OF WORK

Administration and leadwork of the cleaning program utilized in state buildings.

NATURE AND PURPOSE

An employee in this class is responsible for the execution of an effective cleaning program. Assigns, reviews and evaluates work performed by the cleaning personnel. Instructs cleaning personnel in work methods, safety procedures and other phases of cleaning work. Administers and evaluates quality control program.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides leadwork for the operation of a major cleaning program in a state building or group of buildings.

Prepares budget estimates for this area of responsibility.

Evaluates the effectiveness of the cleaning production relative to quality and cost.

Makes regular quality inspections and reports the results of these inspections to the supervisor.

Provides instruction to his/her employees on standard cleaning procedures and ensures that the standard procedures are used.

Maintains time and attendance records on employees under supervision.

Enforces rules concerning safety procedures.

Controls the use of supplies and equipment.

Plans and assigns the work of cleaning employees.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of cleaning methods, materials and equipment.

Ability to:

Ability to plan, assign and lead the work of cleaning personnel.

Ability to work with department supervisors.

Ability to keep records and write reports.

Ability to estimate material, supplies and equipment needs and to maintain an adequate supply on hand.

Ability to evaluate cleaning quality and to adjust cleaning frequencies and employee workload to maintain established quality levels.

Ability to make a cost analysis of the cleaning program.

Est.: 7/9/81
Rev.:

T.C.:
Former Title(s):