

ASSISTANT DEPUTY SUPERINTENDENT OF BUILDINGS

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, directs and administers the housekeeping programs of the County Office Buildings. This position is responsible for coordinating all procedures pertaining to proper building maintenance, both inside the facility and on adjoining grounds. Supervision is exercised over a number of maintenance and building service employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and organizes the work of the Division in cooperation with the Building Service Supervisor on each shift, making specific work assignments;

Conducts inspections of all areas to insure adherence to housekeeping standards;

Requisitions necessary housekeeping supplies and equipment and maintains proper inventory of these materials;

Keeps abreast of recent developments in the field and recommends new techniques and products where necessary;

Prepares written reports on the need to replace or repair defective or outdated cleaning equipment;

Maintains attendance records for all employees under his supervision;

Coordinates the moving of furniture and equipment;

Supervises the maintenance of grounds;

Arranges for removal of ice and snow from steps, sidewalks and parking areas;

Supervises, controls and directs the activities of contract service companies and inspects and writes reports on quality of work being performed by the private contractors;

Supervises all Building Service Workers, Cleaning Personnel, Laborers and other assigned personnel;

Establishes work rules and procedures and prepares work schedules.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern building housekeeping practices, procedures and techniques; complete familiarity with various supplies and equipment utilized in institutional housekeeping including knowledge of the relative merits of different brands; ability to plan, organize and supervise the work of others effectively; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and seven years of housekeeping experience, including four years of supervisory experience in a large building complex.

SUBSTITUTIONS: College Education* may be substituted at the rate of 30 credits per year of housekeeping experience. There is no substitution for the supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.