

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: OCTOBER 1, 2024

HEAD CLEANER

DISTINGUISHING FEATURES OF THE CLASS: Directly supervises cleaning crews and participates in the daily cleaning services of assigned buildings. Incumbents work under the general supervision of their respective department heads, a Head Cleaner II or a Head Custodian who inspects work. Supervision is exercised over a number of Cleaners and/or Building Attendants. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the cleaning services of offices, rooms, clinics, halls, stairs, laboratories, etc. in assigned buildings including the floors, walls, doors, windows, window appointments, stairs, furniture, etc.
2. Assigns workers to duties and prepares schedules;
3. Instructs new employees regarding duties, proper use of equipment, supplies, and applicable rules and procedures;
4. Supervises and participates in receiving, unloading, storing and maintaining inventory records for supplies and materials;
5. Supervises and participates in issuing of supplies such as soap, detergents, mops, pails, sweepers, rags, polish, disinfectants, bug sprays, toilet supplies, etc.;
6. Supervises and participates in the collection and disposal of paper and rubbish.
7. Makes inspection of work in progress and upon completion; reports all defective equipment and material to proper department; inspects buildings and rooms for pest control;
8. Supervises and participates in the collection of soiled linen and the distribution of clean linen and clothing in areas where required;
9. Supervises and participates in the changing of light bulbs, placement of desks, tables, chairs, and equipment in the preparation of rooms;
10. Supervises and participates when assigned to do outside cleaning or unskilled grounds tasks such as removing snow, sweeping, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of cleaning methods, materials, and equipment; some knowledge of the maintenance of mechanical fixtures and equipment; ability to carry out heavy manual cleaning and minor building maintenance tasks requiring physical strength and agility; 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 routine records; ability to get along well with others; industry and dependability; neatness of appearance. Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and** two (2) years experience in large-scale cleaning maintenance of buildings, grounds, and equipment. One (1) year of the required experience must have involved directing the work of others in this field.

NOTE: For appointments in municipalities, one (1) year of experience as a Cleaner, Custodian, or Laborer in that municipality may be used to qualify. Directing the work of others is not required.