TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Cleaning Operations Supervisor

SALARY: 2019 Hire rate $25.43 after 9 months training period- working rate $27.62

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 07/26/19

THE FINAL DATE TO FILE APPLICATIONS: 11/15/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/16/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York state registered two year college with an associate degree in hospitality management, environmental services, or equivalent, **AND** two years of full-time paid experience supervising 5 or more employees in a large scale cleaning operation; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid experience supervising 5 or more employees in a large-scale cleaning operation; **OR**

(c) Any equivalent combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

Appointees must possess and maintain a valid New York State Driver's License with a clear driving record.

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility for directing and administering the cleaning operations of the building environment in a sanitary, attractive, and orderly condition. This includes County buildings and (if assigned) the maintenance of surrounding grounds. An employee in this class will plan, create written work plans, direct, and review the work of the day and night cleaning shifts at all County owned, and, where applicable, leased spaces. The work is performed under the general supervision of the Deputy Director of Facilities. Wide leeway is allowed for the exercise of independent judgment in keeping buildings up to approved standards of cleanliness. Direct supervision is exercised over senior cleaners, and the work of full-time cleaners, part-time cleaners, seasonal cleaners, and/or contracted cleaning services. The incumbent will perform all related duties

as required.

TYPICAL WORK ACTIVITIES:

- Makes regular inspections of buildings and grounds to maintain proper cleaning procedures and makes recommendations for improvements or new equipment;
- Develops and maintains a competent, efficient, productive, and quality conscious workforce by evaluating performance, motivating, coaching, counseling, training, issuing corrective action, and recommending promotion or discharge of department cleaning personnel.
- Plans, schedules, assigns, supervises, implements, and controls activities and operations of the cleaning staff under the supervision and general direction of the Deputy Director of Facilities;
- Determines the means and methods to be used in accomplishing work assignments;
- Monitors the quality and production, and reports same to Facilities management;
- Instructs staff in the proper methods, procedures, and use of cleaning equipment;
- Establishes and maintains a regularly scheduled cleaning program (i.e. floor care, hard cleaning, etc.);
- Checks to ensure that all assignments have been carried out;
- Inspects assigned areas for quality of cleanliness and condition;
- Estimates the time, cost, manpower, materials, supplies and assignments;
- Monitors work orders and submits to Maintenance. Follows up on work orders to ensure completion.
- Reviews and approves daily time reports for cleaning staff, and approves time off requests;
- Requisitions and maintains needed inventory of supplies and equipment;
- Keeps records and makes reports of supplies usage and cost, and activities carried on;
- Works with Tompkins County Health & Safety Coordinator to maintain current SDS sheets for the Department;
- Responds to emergency situations using information contained in SDS sheets;
- Manages and participates in the procurement of vendor contracts (i.e. garbage disposal, recycling, cleaning supplies, window washing, etc.);
- Works with vendors and suppliers to review latest products, equipment, and cleaning techniques to ensure efficiency in terms of products, labor, and costs;
- Ensures completion of regular cleaning projects throughout the year;
- Responsible for special event coordination and set up;
- Assists in the preparation of an annual budget for all cleaning activities;
- Assists the Deputy Director of Facilities with Departmental accounting and record keeping;
- Participates in the interviewing process and provides input into the hiring of prospective temporary and permanent employees, including contracted cleaning services;
- Assists with cleaning and grounds maintenance activities as necessary;
- Reports any acts of vandalism or breakage to proper authorities;
- Inspect and otherwise exercise control over cleaning services performed by outside contractors;
- Supervise the mowing of lawns and the trimming, removal, and/or planting of shrubs and trees;
- Supervise the cleaning of snow and ice from walks and driveways performed by cleaning staff;
- Required to operate cleaning equipment (e.g., rotary floor machines, floor scrubber, floor buffer, window washer, chemical pressure sprayer, carpet shampooer) and participate in building cleaning and minor maintenance activities;
- Required to schedule and/or conduct a variety of training for employees. Training may include, but is not limited to: safety training, mandatory "right to know" training, blood borne pathogens training, equipment training, training to improve skills of the work force, etc.
- Required to lock, unlock and make buildings ready for activities outside normal work hours;
- Required to supervise the maintenance of cleaning equipment including, but not limited to, vacuum cleaners, carpet extractors, scrubbers, buffers, etc.;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of large scale building cleaning practices, supplies, and equipment;
- Knowledge of the principles, practices, and procedures of team cleaning and green cleaning;
- Skill in the use of building cleaning equipment and tools (e.g. vacuum cleaner, carpet shampooer, floor scrubber, floor buffer);
- May require skill in the use of grounds maintenance tools and equipment (e.g. trimmer, mower, and snow-blower);
- May require a working knowledge of equipment, materials, and safety procedures of ground maintenance;
- Working knowledge of MS Office applications (i.e., Word, Excel, Outlook);
- Ability to use a computerize maintenance management system (CMMS);
- Familiar with Integrated Pest Management practices;
- Ability to follow moderately difficult oral and written directions;

- Possess strong customer service skills with a high sense of urgency.
- Ability to perform computations involving fractions, decimals, addition, subtraction, and multiplication;
- Ability to maintain records of materials and supplies;
- Ability to prepare reports of activities;
- Ability to perform, lead, and/or supervise all levels of cleaning duties;
- Ability to plan and supervise the work of others;
- Ability to perform work involving considerable physical effort;
- Ability to use cleaning equipment efficiently and safely, and to maintain equipment in a safe condition;
- Ability to make minor plumbing and mechanical repairs;
- Willingness to perform custodial and other manual tasks;
- Thoroughness, resourcefulness, dependability, and good judgment are required.
- The employee's physical condition shall be commensurate with the demands of the position.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850