

DEPARTMENT: NIAGARA COUNTY COMMUNITY COLLEGE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 18, 2012

ASSISTANT SUPERINTENDENT OF BUILDING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an important position reporting to and assisting the Vice President of Operations in managing the cleaning/custodial and mailroom operations. The incumbent is responsible for ensuring that work is performed efficiently in compliance with established safety standards and plans. The incumbent works under the general direction of a higher-level administrator and supervises and directs the work of Cleaners, Custodians, Laborers, and the Messenger. Leeway is permitted for the exercise of independent judgment in performing duties according to established procedures and policies. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and directs the cleaning/custodial and mailroom operations;
2. Observes, makes suggestions, and evaluates work ethic, skills, and behaviors; checks for proper techniques and thoroughness and provides feedback to personnel;
3. Inspects inside and outside cleaning and custodial work for compliance with established safety standards and conformance with plans;
4. Responds to inquiries and requests from departments and building occupants in a timely manner;
5. Coordinates with other managers to ensure inside/outside cleaning and snow removal are completed;
6. Inspects cleaning equipment periodically to determine maintenance needs;
7. Establishes and executes preventive and reactive maintenance activities on all powered and non-powered cleaning equipment;
8. Supervises major event preparations and ensures setup and teardown are completed in a timely manner.
9. Collaborates with Storekeeper and vendors to ensure a steady flow of required supplies and equipment is available;
10. Ensures mail and items for internal distribution are picked up, delivered, and accounted for;
11. Ensures proper education and training are provided to assigned personnel;
12. Utilizes database and other computer software to manage work;
13. Prepares and justifies budgets and ensures they are executed properly;
14. Maintains records of inventories, expenditures, etc. and prepares periodic reports as required;
15. Inspects work performed by contractors for compliance with their contracts and College standards and policies;
16. Makes hiring recommendations to supervisor.

FULL-PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of large-scale buildings cleaning methods, materials, and practices; good knowledge of cleaning equipment and its maintenance; good knowledge of the maintenance of mechanical fixtures and equipment; good knowledge of modern postal and mail methods and practices; good knowledge of purchasing procedures; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to use modern computer software at an acceptable rate of speed and accuracy; ability to plan, supervise and inspect the work of employees and contractors; ability to develop and implement maintenance schedules; ability to follow oral and written instructions; ability to maintain records and prepare reports; ability to prepare and implement a budget; ability to build and maintain working relationships; mechanical aptitude; industry; dependability; initiative; good judgment; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE: Graduation from high school or possession of an equivalency diploma **and**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and four (4) years of full-time paid experience in large-scale cleaning maintenance of buildings. Two (2) years of the required experience must have been in a first-line supervisory capacity over a minimum of five (5) employees performing related activities; **or**
2. Six (6) years of full-time paid experience in large-scale cleaning maintenance of buildings. Two (2) years of the required experience must have been in a first-line supervisory capacity over a minimum of five (5) employees performing related activities.

NOTE: First-line supervisory experience must have involved responsibility for the direction and control of subordinate employees. This involves the assignment of work, approval of work, training, evaluation and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional and is characterized by the close and immediate supervision of permanently assigned employees, on a regular, ongoing basis. "Lead worker" or "shift supervisor" experience will not be accepted.