

JANITORIAL SUPERVISOR

The City of Harrisburg is accepting applications for Janitorial Supervisor in the Department of Parks and Facilities, Facilities Maintenance Office. The Janitorial Supervisor is responsible for both hands-on operational tasks and the management of custodial staff and activities. This position is responsible for the safe, timely, and complete care and cleaning of City facilities and janitorial equipment, as well as the safety and security of the employees and visitors in these locations. Responsible for performing quality control inspections of facility sanitation standards. Proactively advises the Facilities Director of resource and equipment needs. Troubleshoots and repairs cleaning equipment as needed. Manages operations within janitorial budget parameters. Oversees floor maintenance including, but not limited to, VCT, terrazzo, linoleum, tile, finished concrete, carpet, and any other types found in interior commercial settings. Supports projects as a Subject Matter Expert (SME) for all commercial janitorial requirements. Assists Facilities Director in research of contracted services as needed. Reports directly to the Facilities Director. Considered essential staff and may require onsite attendance in severe inclement weather. Position will require a scheduled on-call rotation. This is a management, FLSA-exempt position.

Applicants must possess a high school diploma or equivalent; a minimum of five (5) years of experience in the commercial janitorial field; a minimum of five (5) years supervisory experience; and certifications/training in carpet care, bathroom safety, and hard floor surface care required. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

The annual salary range is \$50,000 to \$55,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

Job Title**Janitorial Supervisor – Department of Parks and Facilities****Definition**

The Janitorial Supervisor is responsible for both hands-on operational tasks and the management of custodial staff and activities. This position is responsible for the safe, timely, and complete care and cleaning of City facilities and janitorial equipment, as well as the safety and security of the employees and visitors in these locations. Responsible for performing quality control inspections of facility sanitation standards. Proactively advises the Facilities Director of resource and equipment needs. Troubleshoots and repairs cleaning equipment as needed. Manages operations within janitorial budget parameters. Oversees floor maintenance including, but not limited to, VCT, terrazzo, linoleum, tile, finished concrete, carpet, and any other types found in interior commercial settings. Supports projects as a Subject Matter Expert (SME) for all commercial janitorial requirements. Assists Facilities Director in research of contracted services as needed. Reports directly to the Facilities Director. Considered essential staff and may require onsite attendance in severe inclement weather. Position will require a scheduled on-call rotation. This is a management, FLSA-exempt position.

Equipment/Location

Office is located in the McCormick Public Services Center; however, work is performed in City-owned buildings/facilities and various locations throughout the City. Work involves the use of hand and power tools, climbing ladders, bending, and lifting heavy objects weighing up to 90 lbs. Employee may be exposed to adverse conditions including extreme hot and cold temperatures, inclement weather, loud noise, low light, dirt, dust, fumes, hazardous chemicals, wet areas, and confined spaces. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, evening, weekend, and holiday work is to be expected. This position is an emergency personnel position and requires the incumbent to be in an on-call status.

Essential Functions

Must be a good steward of all City facilities. Manages the custodial staff to be efficient, productive, and safe. Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate staff. Responsible for the cleanliness and maintenance of all janitorial equipment and personally makes minor equipment repairs. Manages expenses for the City's janitorial needs in a cost-efficient and responsible manner. Maintains stock of janitorial materials within the annual budget. Completes all work orders and time entries in the city system, maintains records, prepares reports, and composes correspondence relative to work. Identifies staff development and training needs and ensures training is obtained. Operates within all applicable codes and safety requirements. Maintains a safe work environment. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with

Job Title

Janitorial Supervisor – Department of Parks and Facilities

Essential Functions

supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner. Assists with snow removal when needed.

Non-Essential Functions

Performs other related duties as required.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the standard methods, equipment, and supplies used in the cleaning of commercial buildings.
- Thorough knowledge of occupational hazards and safety rules and regulations.
- Ability to mentor and train others.
- Ability to troubleshoot and repair cleaning equipment as needed.
- Knowledge of and proficiency in all current standard operating computer applications.
- Strong organizational and communication skills.
- Ability to develop work schedules making the most efficient use of personnel.
- Ability to understand and operate within budget parameters.
- Ability to plan and execute safe snow removal practices.
- Ability to maintain a flexible schedule.

Qualifications

High school diploma or equivalent.

Minimum of five (5) years of experience in commercial janitorial field.

Minimum of five (5) years of supervisory experience.

Carpet care certification; bathroom safety training; and hard floor surface care certifications required.

Valid Pennsylvania Driver's License, Class C, or equivalent also required.