

FLOOR MAINTENANCE SUPERVISOR II

DESCRIPTION OF WORK

This is supervisory work in directing a comprehensive floor maintenance program at a state institution. Employees supervise a large work force that is continuously engaged in cleaning and repairing various types of floors. Work schedules are prepared for regular maintenance and renovation needs and jobs are assigned to crews on this basis. Duties include determining labor and material requirements for work projects. Work is coordinated with the Housekeeping Administrator and evaluated through written reports, conferences, and inspections.

EXAMPLES OF DUTIES PERFORMED

Inspects work to assure that established cleaning standards are being maintained.
Plans crew schedules in accordance with departmental requests and maintenance needs.
Requisitions and maintains adequate supply of materials and equipment.
Trains employees in all phases of floor care.
Compiles and submits reports on costs, time requirements per job, and the testing of new products and equipment.
Makes recommendations on hiring, discharges, promotions, and raises.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Considerable knowledge of all types of floor surfaces, methods, materials and equipment used in maintaining such surfaces.
Ability to supervise and manage a work force.
Ability to determine time requirements for specific jobs and schedule crews accordingly.
Ability to train employees in floor maintenance work.

Minimum Education and Experience

High school or General Educational Development diploma and two years of experience in a commercial and/or institutional setting maintaining floors, one of which must have been in a supervisory capacity; or an equivalent combination of education and experience.