



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

Title: BUILDING ENVIRONMENTAL SERVICES ASSOCIATE – Provisional Appointment*
Salary: \$26,890 - \$34,562
Department: Monroe Community Hospital – Environmental Services

Job Summary: This is a first line supervisory position responsible for the building cleaning activities of a long term care facility or other institution. Work involves responsibility for staff training, supervising and scheduling, as well as quality assurance and purchasing related activities. General supervision is exercised over Senior Building Service Workers and Building Service Workers. The employee reports directly to and works under the general supervision of a higher-level staff member. Does related work as required.

IN ORDER TO PERFORM THE DUTIES OF THIS POSITION, AN APPLICANT SHOULD POSSESS, OR BE ABLE TO:

- Good knowledge of proper cleaning techniques of a long-term care facility or other institution
- Good knowledge of quality assurance methods and measure related to building cleaning
- Good knowledge of mandated and proper storage techniques for cleaning supplies and equipment
- Ability to develop and implement staff schedules that meet the cleaning needs of the institution, including shift coverage
- Ability to supervise effectively
- Ability to provide training to new staff and current employees
- Ability to maintain records and complete reports
- Physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years paid full time or its part time equivalent experience in institutional building cleaning or housekeeping activities, two (2) years of which must have been responsible for the following staff supervisory duties: performance evaluation, permission for time off, workload adjustment and discipline; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full time or its part time equivalent experience in institutional building cleaning or housekeeping activities that involved the following staff supervisory duties: performance evaluation, permission for time off, workload adjustment and discipline; OR
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

NOTE: An employment application must be completed and submitted to Monroe Community Hospital, Human Resources, 435 E. Henrietta Road, Rochester, NY 14620. Applications can be downloaded from www.monroehosp.org or obtained in the Monroe Community Hospital Personnel Office.

Posting Deadline: June 20, 2008

* The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.