

## **POSITION ANNOUNCEMENT**

**State University of New York  
College of Environmental Science and Forestry  
1 Forestry Drive, Syracuse, New York, 13210-2778**

**August 23, 2021**

**TITLE:** Supervising Janitor

**UNIT:** Facilities Operations & Services

**SALARY GRADE:** SG-11

**SALARY:** \$41,953 annually (Note: current or reconstructed salary for State employees in accordance with NYS Audit and Control)

**DURATION:** Permanent

**POSITION DESCRIPTION:** The Supervising Janitor position at ESF oversees all cleaning activities for the Syracuse campus and provides guidance, technical assistance and assists with custodial implementation at all ESF campuses, under the guidance of a higher-level administrative position (Sustainable Facilities Manager). Illustrative duties for the position include, but are not limited to, the following:

- Supervises and administers a program of systematic cleaning and care of assigned building areas, abiding by College green cleaning protocols;
- Plans and schedules staff assignments and cleaning services; reassigns staff to ensure that work is accomplished according to schedule and that staff is fully utilized; and shifts personnel to handle emergency cleaning, maintenance, and care projects;
- Evaluates and makes recommendations for equipment, changes in cleaning methods, and work performance standards to ensure a more effective and efficient cleaning program;
- Prepares a portion or the entire annual equipment, supplies, and personnel budget for the custodial operation;
- Supervises the custodial program inventory system, including the requisitioning and proper distribution and control of new cleaning equipment and supplies;
- Provides oral and written instructions to staff for requested special cleaning services which vary from routine operations, including the development of training programs to comply with sustainability directives.
- Inspects buildings and assigned areas for compliance with cleaning guidelines; and investigates complaints of unsatisfactory cleaning performance and takes corrective action.
- Supervises unskilled maintenance and repairs to buildings and equipment, and requests semiskilled or skilled trades staff as necessary;
- Prepares or reviews for accuracy periodic reports, such as work activity, cost reports, and staff utilization and requirements and advises management on custodial operations;
- Performs the full range of supervisory duties such as interviewing and selecting staff; establishing training standards and training new employees; resolving personnel problems; evaluating work performance, and taking appropriate disciplinary action, as necessary; approving requests for leave and signing time cards; and recommending retention or termination of employees.

**MINIMUM QUALIFICATIONS:** Must be reachable on current Civil Service Supervising Janitor, SG-11 list or currently hold the title of Supervising Janitor, SG-11. Two years of experience in the

care and maintenance of a large building. Must possess and maintain a valid New York State Driver's License.

**OPERATIONAL NEEDS:**

- 5:00am-1:30pm or 6:00am-2:30pm or 7:00am-3:30 pm, Monday through Friday
- Full time position, based on a 40-hour work week
- May be required to work overtime based on operational needs

**APPLICATION PROCEDURE:** Applications are required to be submitted on-line at [www.esf.edu/hr](http://www.esf.edu/hr)

**APPLICATION DEADLINE: September 7, 2021**

**Approval must be granted by Civil Service prior to filling this position pending clearance of re-deployment roster, transfer list, preferred list, reemployment roster, or placement roster.**

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site: <http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

**SUNY ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*