Custodial Supervisor (Provisional) Multiple Positions

Facilities Management

Job ID:  12888

Job Title Name: Custodial Supervisor

Contract Title: Custodial Supervisor

Position Type: Regular/Full-Time

Closing Date: September 8, 2015, Search reopened

Compensation:
- New Hire: $28,782*
- Incumbent: $32,525

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

College website: http://www.jjay.cuny.edu

GENERAL DUTIES

Under supervision, performs work of ordinary difficulty and responsibility supervising cleaning and maintenance of buildings, their furnishings and their immediate grounds.

There are no Assignment Levels within this classification. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

On an assigned tour of duty, supervises a small- to medium-sized group of employees, principally cleaners, engaged in cleaning and maintaining college buildings and their furnishings. This involves such tasks as sweeping, dusting, scrubbing, polishing, washing, shampooing carpets, cleaning sidewalks and walkways of dirt, debris and snow, gathering and disposing of refuse in accordance with New York City recycling regulations, operating elevators, moving school furniture, and mowing and caring for lawns.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Prepares work schedules utilizing college systems for scheduling and/or timekeeping.
- Stores and issues supplies.
- Trains or arranges for training of new employees.
- Monitors and evaluates employee performance in keeping with CUNY guidelines.
- Maintains records and prepares required reports.
- Oversees the use and maintenance of cleaning equipment such as compactors, extractors, buffing machines, vacuum cleaners, etc.
- May perform minor maintenance work such as replacing light bulbs.
- Ensures all appropriate safety procedures are observed in the performance of tasks.
- Directs the use of ladders in the performance of assigned tasks in compliance with all safety
CONTRACT TITLE
Custodial Supervisor

FLSA
Non-exempt

CAMPUS SPECIFIC INFORMATION
In addition to the duties and qualifications outlined herein, it should be noted that this position is subject to the following:

- Position is required to perform work at all seven (7) college locations as required.

- Position is designated as 'Essential Personnel', which requires the employee to report to work during emergencies even when the college operations are suspended and as directed by the college management.

- Position is subject to the shift assigned which may change from time to time in accordance with the needs of the college as determined by their supervisor.

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate Center of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings.

MINIMUM QUALIFICATIONS

- Completion of an eighth grade education and three years of full-time experience in the cleaning and maintenance of a building.

- Additional education above the eighth grade may be substituted on a year for year basis for up to two years of the required work experience. However, all candidates must possess a minimum of one (1) year of full-time work experience as described above.

- For work experience requirements, CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of less than 20 hours per week will not be credited at all.

- Demonstrated English language proficiency, including ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job duties.

- By the completion of the probationary period, demonstrated competency in supervising employees.

COMPENSATION
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Incumbent: $32,525

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BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

If you are viewing this job posting in CUNYFirst, please click "Apply Now" below. Otherwise, go to www.cuny.edu, click on Employment, then choose Search Job Postings, then More options to search and search for this vacancy using the Job ID or Title. Once you have registered or logged in with your user name and password, upload your cover letter, resume, and the names and contact information of three professional references as one document.

CLOSING DATE
Search reopened. New closing date is September 8, 2015

JOB SEARCH CATEGORY
CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.