

WASHINGTON COUNTY
Job Description

JOB TITLE: Assistant Leadman/Foreman

Exempt (Y/N): Yes

DEPARTMENT: Buildings & Grounds

DATE PREPARED: January 2014

SUPERVISOR: Leadman/Foreman

SUMMARY:

The Assistant Leadman/Foreman is responsible for assisting the Leadman/Foreman in supervising the cleaning personnel for all Washington County buildings and grounds. The incumbent must prioritize when and how to complete tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assist in assigning work in a fair and equitable manner based upon documented formula of the actual time required to perform each task.
2. Identify methods of performing tasks that will lead to a reduction of work place injuries.
3. Ensure that problems with buildings are submitted to the proper personnel for corrective action.
4. Make sure any special tasks or cleaning requests is effectively planned, assigned and completed.
5. Assists the Leadman/Foreman in obtaining employee time cards and ensuring that they are completed in an accurate and timely manner.
6. Assist in maintaining an inspection program for the cleaning of buildings.
7. Provide blood borne pathogen training and other training to employees as required.
8. Ensure safety measures such as the wearing of personal protective equipment are followed.
9. Assist in purchasing and verifying that cleaning supplies are available when needed.
10. Be alert to special conditions or problems that may arise.
11. Verify that cleaning is being completed in a timely and efficient manner.
12. Cooperate with the recycling program implemented by the County.
13. Assist in maintaining MSDS sheets as required by law when needed.

SUPERVISORY RESPONSIBILITIES:

The incumbent has direct responsibility for the supervision of ten (10) full time employees and. Carries out supervisory responsibilities in accordance with the County ' s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or GED; three (3) years experience in janitorial work with one (1) year experience in management.

OTHER SKILLS and ABILITIES:

The incumbent must be familiar with general cleaning equipment and possess the ability to handle minor repairs. Should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally climb or balance, stoop, kneel, bend, crouch, crawl or reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts, subjected to toxic or caustic chemicals in the performance of these duties.

The noise level in the work environment is usually moderate