



Title: Building Management Services Assistant Regional Manager

Department: Building Management Services

Location: North/South NJ - Primarily Southern Region (Trenton Area)

Basic Functions:

Management of Building Services Supervisors, Lead Workers and BMS Staff and others performing janitorial and custodial duties, various floor work such as stripping and waxing, burnishing, carpet extraction and other maintenance related tasks. Oversees maintenance of various contracts, ensuring services meet contract specifications.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Assigns work crews for various contracts
- Assures staff/client training needs are met
- Documents client training progress and communicates with the appropriate Program Services staff, Regional Manager, Vice Presidents, and other management as needed
- Ensures contract compliance
- Maintains inventory and assures equipment maintenance

Performs a variety of janitorial/custodial work at various sites as required: 201-434-3303 x 160

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- May be required to fill in at sites as needed
- Promotes positive customer relations
- Markets Building Services to prospective customers
- Plans and carries out projects
- Estimates materials and labor costs
- Under direction, orders and issues tools, equipment, supplies, and supervises maintenance thereof
- Maintains materials and equipment inventories
- Supervises a staff of workers in maintenance duties
- Trains, instructs, and assigns subordinates, and inspects completed work
- Maintains time and cost records
- Schedules vacation, relief, and emergency coverage
- Ensures that safety standards and regulations are observed

Working Conditions/Demands

- Locates and moves materials between work areas
 - Loads and unloads materials
 - Operates equipment in both open as well as small areas
 - Stoops to reach for and pull materials
 - Kneels while examining materials or work
 - Speaks clearly and distinctly to instruct workers with job directions
 - Listens to sounds of machinery to detect possible faulty operation
- reads, compiles, computes and records numerical and statistical data

Employee Qualifications:

- *Must be vaccinated for COVID-19*
- *High School Diploma or General Education Degree preferred with 3 years supervisory experience in janitorial/custodial related work*
- *Valid driver's license and an excellent driving record*
- *Willing to obtain CIMS Certification in various components including, restroom cleaning, floor expert, general office cleaning & instructor certification.*

TO APPLY: Contact Human Resources at 201-434-3303 x 160 Email: hr@hce.works

Position is Full- Time 401k, Medical, Dental, Vision

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