

Title: Building Maintenance Supervisor

Department: Building Management Services

Location: Trenton, NJ

Basic Functions:

The person in this position trains, supervises, and oversees the janitorial crews in the Trenton area.

Essential Functions:

- Assigns tasks
- Organizes schedules and staff
- Completes janitorial tasks per specifications
- Examines buildings to ensure the work meets established standards
- Investigate complaints about janitorial service
- Managing inventories of cleaning equipment
- Produces reports as needed
- Monitors attendance to meet standards and staffing requirements
- Completes cleaning duties in the event of short-staffing
- Provides training to new hires and current workers
- Maintains a safe working environment
- Performs all necessary responsibilities to facilitate the efficiency of the building management services division of Hudson Community Enterprises
- Supervises and completes floor care projects (strip and wax, shampoo carpets)

Physical Requirements:

- Must be able to exert 10-25 lb. of force frequently and 20-50 lb. of force occasionally to move items from one area to another.

Employee Qualifications:

- 5 -10 years of experience supervising janitorial work
- Strong organizational and leadership skills
- Strong training skills for teaching employees how to perform their duties
- Able to communicate effectively, both verbally and in writing, when directing tasks, preparing reports, and meeting with customers
- Good time management
- Able to show good judgment

Position is Full-Time: Monday – Friday and Available on Weekends

Benefit Includes: Paid Time Off and 401K

Contact John Cox to apply! Email resume jcox@hce.works