



Title: Building Maintenance Floor Technician Supervisor

Department: Building Management Services

Location: Central, Northern, Southern, New Jersey

Basic Functions: The person in this position trains, supervises, and oversees the janitorial crews and has knowledge of hard floor care, carpet care, upholstery cleaning, and general cleaning.

Essential Functions:

- Assigns tasks and organizes schedules and staff
- Completes janitorial tasks per specifications
- Examines buildings to ensure work meets predetermined standards
- Investigates customer complaints regarding service
- Manages inventories of cleaning equipment and produces reports, as needed
- Monitors attendance to meet work standards and staffing requirements
- Completes cleaning duties in the event of short-staffing and maintains a safe working environment
- Provides training to new and current workers
- Performs all necessary responsibilities to facilitate the efficiency of the building management services division
- Supervises and completes floor care projects (strip and wax, shampoo carpets)
- Buffs floors; stripping and waxing floors; stone care; carpet cleaning; carpet spotting; upholstery cleaning.
- General cleaning, including, but not limited to trash removal; dusting; cleaning restrooms, break rooms, offices, and conference rooms; sweeping and mopping floors; vacuuming floors; window washing; other duties as assigned

Physical Requirements:

- Ability to carry up to 50 lbs. and use various equipment including, Burnisher, Floor Machines, Extractor, walk-behind, etc., and occasionally to move items from one area to another

Employee Qualifications:

- 3 years of experience in janitorial work/floor care or 5-8 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 and able to show good judgment
- Driver's License Required

Positions are Part-Time or Full-Time: Monday – Friday and Weekend Availability Required

Benefit Includes: Paid Time Off, 401K, Health Benefits

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