

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005307
Grade 12**

BUILDING SERVICES INSPECTOR

DEFINITION OF CLASS:

This is contractor oversight work of a repetitious nature involving custodial and grounds care of public buildings and facilities. Contacts include County and/or contractual custodial employees and their supervisors to provide instruction and information and resolve problems, as well as the public and employees who frequent the facilities to which the employee is assigned, to answer their questions or investigate complaints. Assistance to the public is limited and is incidental to the purpose of the job.

An employee in this class is primarily responsible for ensuring that the buildings and grounds in the area(s) to which the employee is assigned is serviced by County or contractual custodial employees. In addition, an incumbent ensures that other building services (e.g., grounds, trash removal) are provided according to contract specifications and documents the performance of the contractors on a regular basis by completing written inspection forms. Infrequently, an employee in this class may be expected to perform those duties assigned custodial employees whenever staffing or other requirements necessitate. An employee responsible for inspecting custodial and other building service work is expected to plan his or her own work schedule and resolve routine problems according to existing rules and procedures. Unusual problems or situations not covered by instructions are referred to a supervisor for resolution. The buildings and grounds for which an employee in this class is responsible is periodically inspected by higher level supervisory personnel; however, the primary responsibility for the general condition rests with an employee in this class. The complexity of the work involves making routine decisions concerning how work should be done; the employee enforces work methods and standards of performance which are specific and detailed in nature. The work effort of this class ensures a clean and safe environment for County facility users. Work involves continuous standing and walking and frequent bending, lifting, reaching, stooping and crouching inside facilities which have heat, light and ventilation. Work may be occasionally performed outdoors, such as inspection of grounds, storm drains, snow and ice removal operations or parking lot lighting. The employee may be infrequently exposed to dirt, disagreeable odors and possible skin irritations from strong cleaning solutions.

EXAMPLES OF DUTIES: (Illustrative Only)

- Inspects cleaning and grounds maintenance and refuse removal in buildings serviced by contractors. Files inspection reports. Recommends action on liquidating damages for contractor's work not performed as specified in contract.
- Investigates and resolves routine complaints related to the custodial care of area(s) for which the employee is responsible.
- Assigns custodial employees to duties within assigned area(s) and drives to various locations to inspect their work or the work of contract cleaners or to deliver cleaning supplies.
- May infrequently participate in the cleaning of offices, storerooms, corridors, stairways, closets, rest rooms and other areas.
- Requisitions and delivers custodial supplies, equipment and materials and maintains records concerning

same.

- Instructs and trains County or contract custodial employees in proper cleaning methods and use of hand and power equipment.
- Maintains inventory of custodial supplies.
- May provide recommendations for employee performance evaluations.
- Ensures that equipment, preventive maintenance, adjustments and minor repairs are performed and that proper safety and security precautions are observed.
- Oversees and may infrequently participate in the removal of trash, animal waste or pests, leaves, snow and ice from outside stairs, walks, etc.
- Reports damage to buildings and equipment; writes work orders.
- May investigate employee accidents/injuries and prepare reports concerning same.
- Obtains estimates for various services such as signs, blind replacement, or special grounds work by obtaining prices from several vendors.
- May collect paper, cans and glass for recycling and maintains recycling bins.
- May arrange furniture for special meetings or ceremonies.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of and skill in the use of the equipment, materials, methods and practices associated with large building cleaning and custodial operations.
- Ability to oversee the work of a group of County, contractual, or disabled custodial employees which may involve several buildings geographically dispersed.
- Ability to interpret contract specifications in order to monitor contractor performance in cleaning and grounds maintenance.
- Ability to understand directions concerning the use of chemicals, cleaning agents and equipment and to instruct employees concerning same.
- Ability to effectively communicate both verbally and in writing and to establish and maintain effective working relationships with contractors and County employees.
- Ability to evaluate observations, prepare reports and maintain records.
- Ability to independently perform all of the custodial and cleaning duties assigned to custodial employees.
- Ability to work any fixed shift for five consecutive days, including weekends.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience in the cleaning and custodial care of large buildings.

Education: Ability to read and write in English.

Equivalency: None.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam.

Class Established: May 1965

Revised: November 1970

July 1974

December 1984

Classification Study: May 1991 (M)

April 1992

August 2013

Formerly Titled: "Building Cleaning Supervisor I", "Building Services Supervisor I"