

THE CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

Hostos Community College

Title	Assistant Principal Custodial Supervisor (Provisional)
Location/Department	Buildings & Grounds
Position Detail	
FLSA Status	Exempt
Compensation	New Hire: \$34,865* Incumbent: \$39,399 *This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.
Web Site	http://www.hostos.cuny.edu/ohr/hccjobs/hrjobshcc.htm
Notice Number	SS16409
Closing Date	Open until filled with review of resumes to begin 10/30/2009

POSITION DESCRIPTION AND DUTIES

Under general supervision, performs work of a highly difficult and responsible nature in the supervision of the cleaning and maintaining of college buildings and their immediate ground; performs related work.

General Work Tasks

- Is responsible for the custodial work at a college entailing supervision of a large group of subordinate employees; oversees senior custodial foremen, custodial foremen, cleaners, laborers, elevator operators, watchmen and other comparable employees engaged in cleaning and maintaining college buildings, involving such tasks as sweeping, dusting, machine scrubbing, mopping, polishing, gathering and disposing of refuse, operating a heating plant, care of landscaped areas and providing elevator service.
- Inspect buildings to note general condition and necessity for repairs.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Requisitions, stores and issues supplies.
- Trains or arranges for training of new employees.
- Prepares work schedules.
- Maintains records and prepares required reports.
- Responsible for receiving and removing equipment.

QUALIFICATION REQUIREMENTS

1. Graduation from a senior high school and six (6) years of experience in the cleaning and maintaining of a large building, two (2) years of which shall have been in a supervisory capacity; OR
2. A satisfactory equivalent.

TO APPLY

Send cover letter and resume by the above closing date to:

Address: CODE APCS
c/o Imelda E. Redito
Director of Human Resources
Hostos Community College
500 Grand Concourse, Room B-215
Bronx, NY 10451

[TOP OF PAGE](#)

The City University of New York
An Equal Employment Opportunity/Affirmative Action/Immigration Reform and Control Act/
Americans with Disabilities Act Employer