

**CLASS TITLE: JANITORIAL / MAINTENANCE SUPERVISOR  
(CORRECTIONS)**

**Class Code: 02292100  
Pay Grade: 21A  
EO Code: H**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the daily supervision and management of janitorial/maintenance services in various state buildings; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a General Supervisor with some latitude for the exercise of initiative and independent judgment in determining work methods and procedures; work is subject to review upon completion through periodic inspections and conformance to established warehouse procedures and in compliance with R.I. Department of Health standards of sanitation and established departmental and divisional rules and regulations.

**SUPERVISION EXERCISED:** Plans, directs, supervises and reviews the work of an inmate staff engaged in the performance of a variety of janitorial maintenance activities. To train inmates in all necessary procedures.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the daily supervision and management of assigned inmates involved in general cleaning and maintenance of state buildings, including but not limited to, floor care, trash removal, sanitizing lavatories, dusting, polishing of wood and metal fixtures as well as glass lighting figures and windows; cleaning of facility walls, ceilings, stairways and furnishings.

To be responsible for the transport of assigned inmates to all work sites.

To do light building maintenance which may include painting, repairs to walls, doors, wood work; to assist licensed technicians in the performance of work involving lighting and plumbing.

To be responsible for all materials and supplies and equipment required to perform daily functions.

To be responsible for implementation of a quality assurance program to ensure all work has been completed according to established specifications.

To prepare periodic written reports, supply requisitions and inventories as required.

To do related work as required.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained through: employment as a cleaning maintenance supervisor or employment in general building maintenance in a public or private agency.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid motor vehicle operator's license in the State of Rhode Island.

Class Created: June 7, 1998  
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