

WINDOW CLEANER, 3173  
SENIOR WINDOW CLEANER, 3174  
WINDOW CLEANER SUPERVISOR, 3177

Summary of Duties : Washes and cleans windows which are at considerable heights or not easily accessible for outside cleaning; may act as a lead worker or supervise employees engaged in such work, applying sound supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : These classes are distinguished from the custodial classes in that a specialized cleaning function is performed, rather than general cleaning duties. Although Window Cleaners are required to perform cleaning duties on a full time basis, some employees assigned to these positions may act as a lead workers in a window cleaning crew. Incumbents in the classes of Senior Window Cleaner and Window Cleaner Supervisor, as bone fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off. Both lead workers and supervisors are responsible for the quantity and quality of work performed. Much of the work is hazardous, since it is performed on ladders, stages, scaffolding, and outside window ledges at high levels. Wearing of a safety belt is normally required.

Examples of Duties : Window Cleaner : Cleans windows, transoms, skylights, and similar glass installations; mixes cleaning solutions such as ammonia, water, TSP, and vinegar; hooks, fits, connects builds and secures equipment such as stages, scaffolds, ladders, boatswain chairs, and cables; climbs on apparatus such as cables, ladders, scaffolding and lift-o-lofts, often at heights up to 250 feet or more, carrying brushes and other tools;

Some employees may also be assigned the responsibility of leading a crew of Window Cleaners; inspects ladders, scaffolding, and safety belts; prepares work schedules for co-workers and clears these schedules with the operating agencies; sees that proper safety precautions are taken; requisitions needed window cleaning supplies and equipment; prepares reports of work done; and drives a light truck.

Senior Window Cleaner: In addition to the above, supervises a crew of Window Cleaners; inspects ladders, scaffolding and safety belts; prepares work schedules for subordinates and coordinates with operating agencies; insures that proper safety precautions are taken; requisitions needed window cleaning supplies and equipment; prepares reports of work done; and may drive a light truck.

Window Cleaner Supervisor : Supervises crews of Window Cleaners engaged in the above work; lays out work routines and assigns duties

to subordinates; instructs subordinates in the performance of these duties; inspects completed work to determine that it is properly performed and that assignments are completed; inspects and observes the work of window cleaning crews to insure that safe practices are being followed; inspects special safety equipment to insure that it is in good condition; cooperates with safety engineers in improving window cleaning equipment; prepares reports of work completed; requisitions, issues, and keeps records of cleaning supplies; keeps time records of subordinates; and occasionally assists subordinates in the performance of their duties.

Senior Window Cleaner and Window Cleaner Supervisor: Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program.

All Classes: Employees of these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

| <u>Knowledges :</u>   | Window | Sr.<br>Window<br>Cleaner | Window<br>Cleaner | Supervisor |
|---|--------|--------------------------|-------------------|------------|
| Glass cleaning methods, techniques, materials, window types and equipment;  | Good   | Good                     | Good              |            |
| Safety precautions necessary when working at considerable heights, including the use of ladders, stages and boatswain chairs (electrically operated and rope hoist), scaffolds, and safety belts; | Good   | Good                     | Good              |            |
| Knot tying and the proper use of knots, and the use and care of safety belts;   | Good   | Good                     | Good              |            |
| Techniques of training, instructing and evaluating subordinate work performance;  |        |                          | Working           | Good       |
| Techniques for counseling, disciplining and motivating subordinates;  |        |                          | Working           | Good       |
| Supervisory responsibility for EEO/AA   |        |                          |                   |            |

as set forth in the City's Affirmative Action Program;

Working Good

Laws and regulations related to affirmative action and equal employment opportunity;

General Working

Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;

Working Good

Procedures for grievance handling;

Working Good

City personnel rules, polices, and procedures;

General General

Memoranda of Understanding as they apply to subordinate personnel;

General Working

Abilities:

|  |                |                |                   |  |
|--|----------------|----------------|-------------------|--|
|  | Window         | Sr.<br>Window  | Window<br>Cleaner |  |
|  | <u>Cleaner</u> | <u>Cleaner</u> | <u>Supervisor</u> |  |

Work rapidly and safely at considerable heights;

X X X

Follow oral and written directions;

X X X

Make routine judgments related to type of solution and tools needed to clean windows;

X X X

Meet the public pleasantly and work cooperatively with other employees;

X X X

Plan, supervise, review and evaluate work of subordinates;

X X

Estimate material and supply requirements;

X X

Prepare working schedules and makes routine time and work reports;

X X

Establish and maintain a work environment that enhances both

|  |   |   |
|--|---|---|
| employee morale and productivity;  | X | X |
| Apply supervisory principles and techniques;   | X | X |
| Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program; | X | X |

One year of full-time paid experience in the outside cleaning of windows above the ground floor, or, two years of full-time paid experience as a Custodial Services Attendant is required for Window Cleaner.

Two years of full-time paid experience as a Window Cleaner or in a class at that level which provides experience in the inside and outside cleaning of windows above the ground floor is required for Senior Window Cleaner.

Four years of full-time paid experience as a Window Cleaner or in a class which is at least at that level and which provides experience in the inside and outside cleaning of windows above the ground floor is required for Window Cleaner Supervisor.

License : All Classes : A valid California driver's license and a good driving record may be required.

Physical Requirements : Window Cleaner and Senior Window Cleaner: Strength to perform average lifting up to 25 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, bending, kneeling, crouching, and crawling; arm, hand, and finger dexterity with both hands involved in activities such as reaching and handling; and good eyesight.

Window Cleaner Supervisor : Strength to perform average lifting less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitation may, with reasonable accommodation, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in

light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.