

## **ASSISTANT SUPERVISOR OF BUILDING MAINTENANCE**

Code No. 3-11-007  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for supervising interior and exterior building maintenance and repair work performed by a large staff. The employee is responsible for supervising, assigning, and assisting with general repair, maintenance, and replacement of parts/equipment. Work does not involve the skilled work of a building tradesperson. The Assistant Supervisor of Building Maintenance reports directly to, and works under general supervision of, a higher-level staff member. Direct supervision is exercised over Laborers, Cleaners, Maintenance Mechanics, and other maintenance personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed):

Assists with and coordinates the work tasks and activities of contractors;

Supervises and assigns work for Cleaners, Laborers, and other cleaning, maintenance, and grounds staff;

Inspects interior and exterior of buildings for required maintenance, repair, and improvements;

Supervises and assigns minor repair or replacement of plumbing and electrical fixtures, carpentry work, and arrangement and repair of furnishings;

Dispenses materials and supplies;

Receives and resolves complaints concerning building and grounds maintenance problems and coordinates scheduling;

Assists in the supervision of general building operations;

Reviews and prioritizes maintenance requests, and directs preparation of cost estimates;

Recommends hiring, promotions, transfers, and discipline of employees;

Responds to emergencies outside of the regular work schedule and assigns personnel to resolve issues, discussing problems with administration and/or contractors;

Assists in developing and monitoring facility budget;

Directs record keeping and reporting of all buildings and grounds employee payroll and personnel records.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern buildings and grounds maintenance practices; ability to perform minor plumbing, carpentry and electrical maintenance activities; ability to supervise the work of subordinate staff; ability to maintain good working relationships; ability to supervise cleaning operations; ability to write clear and concise reports; ability to understand and follow written and oral instructions; good judgment; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus three (3) years paid full-time or its part-time equivalent experience in construction or building maintenance and repair, two (2) years of which must have been in a supervisory capacity.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** January 5, 1968

**REVISED:** January 26, 1989

**REVISED:** June 17, 1993

**REVISED:** May 4, 2000

**REVISED:** April 2, 2026