

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. Repairs include replacement and simple repairs. 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 the Director of Facilities Management or the designee. Direct supervision is exercised over Laborers, Cleaners and 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 activities of numerous contractors;

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

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, promotion, transfers, and discipline of employees;

Responds to off-hours emergencies, calls out personnel, and discusses 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 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 of paid full-time or its part-time equivalent experience in building maintenance and repair, two (2) years of which must have involved staff supervision.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 5, 1968
REVISED: January 26, 1989
REVISED: June 17, 1993
REVISED: May 4, 2000