

## SUPERVISOR OF GENERAL SERVICES

Code No.: 5-19-021

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the efficient and economical maintenance of several public buildings and the surrounding grounds. General direction is exercised over all repair, alteration, and maintenance activities. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Supervises the repair and general maintenance work of all buildings and grounds;

Makes recommendations concerning procedures and materials used;

Makes out work schedules;

Prepares budget estimates;

Responsible for maintaining inventories of maintenance supplies and equipment;

Requisitions equipment and supplies for buildings and grounds;

Sets up conference rooms for meetings and furnishes all requested equipment;

Oversees and aids in the care and movement of equipment, furniture and supplies for all special education classes;

Oversees cafeterial maintenance and services;

Evaluates requisitions and orders necessary equipment and supplies;

Upholds standards of sanitation.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of large scale building and grounds maintenance practices; skill as a general mechanic; ability to inspect the work of building tradesmen; ability to plan and supervise the work of building maintenance, grounds and cafeteria employees; ability to inspect inventory and requisition supplies periodically; mechanical aptitude; industry; dependability; foresight; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a recognized high school course plus four (4) years experience in building and/or grounds

maintenance; or food service administration, at least one year of which shall have been in a supervisory capacity; or any equivalent combination of training and experience sufficient to indicate ability to do the work.

**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: 2/27/68