

SUPERVISOR OF FACILITIES MAINTENANCE

Code No: 3-14-362

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for overseeing the care, maintenance and repair of all Monroe County Water Authority (MCWA) owned buildings and grounds. Work requires regular inspection of various locations throughout the service area. The employee must be available for emergency duty twenty-four (24) hours per day and is required to ascend and descend ladders or stairs and enter confined or restricted spaces including sub-grade facilities. General supervision is exercised over a subordinate staff. The employee reports directly to and works under the general supervision of the Director of Facilities and Fleet Maintenance. 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.)

Supervises building maintenance activities such as custodial work, basic electrical, plumbing, masonry and carpentry work, painting and refinishing structures and furniture, and facility repairs;

Supervises operation and preventative maintenance of heating, ventilating and air-conditioning (HVAC) systems;

Inspects all buildings and grounds periodically to determine repair and maintenance work necessary to keep them in good condition;

Supervises grounds maintenance activities including all lawn care and snow removal, construction and repair of structures such as roadways and road gutters, sidewalks, manholes and vaults, fences and gates;

Establishes work priorities and schedules daily activities of department personnel;

Supervises miscellaneous jobs such as office and equipment relocation, cleaning and refurbishing private property damaged by MCWA operations;

Assists in the preparation of annual department budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, materials and tools used in the maintenance and repair of structures and grounds; good knowledge of the practices, materials, tools and safety precautions of electrical, plumbing, carpentry, painting and minor construction work; ability to follow complex oral and written instructions; ability to maintain accurate records; ability to plan and supervise the work of others; ability to enter/exit confined or restricted areas and maneuver in tight spaces; tact and courtesy in dealing with the public; initiative; resourcefulness; integrity; good judgement; dependability; willingness to work outdoors under adverse weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus six (6) years paid full-time or its part-time equivalent experience in the maintenance of buildings and grounds, two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

Possession of a valid New York State Class B CDL driver's license at the time of appointment.

ADOPTED: May 6, 1999

REVISED: December 11, 2007