

SUPERVISOR OF PLANT MAINTENANCE

Code No.: 940190

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position responsible for overseeing all plant maintenance operations including personnel, maintenance, budgeting, inspections, preventative maintenance scheduling, purchasing, and inventory control in a school district. The work involves supervision of the mechanical operations of a school plant and conducting in-service training programs. The Supervisor of Plant Maintenance reports directly to, and works under the general supervision of the Director of Educational Facilities or other higher level staff member. General supervision is exercised over a staff of maintenance mechanics. 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.)

Responds to emergency situations for the purpose of addressing immediate safety concerns;

Manages all personnel matters related to promotion, discipline, selection and training of all maintenance staff;

Supervises department functions such as hiring/termination recommendations, planning, scheduling and coordinating activities, training, advising and consulting in order to ensure the department functions in a safe and efficient manner;

Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies to ensure jobs are completed efficiently, on time and within budget limitations;

Plans utilization of staff and equipment and implements the plans and specifications for maintenance items and alterations to existing facilities;

Supervises the scheduling of all maintenance requests;

Develops written reports and makes oral presentations on maintenance related subjects;

Administers the personnel policies of the district as they affect all maintenance employees;

Reviews all proposed plans for new construction modernization and major maintenance and makes recommendations to the Director of Educational Facilities or other superior;

Develops the annual budget request for the maintenance of all plant facilities of the district and controls expenditures from the adopted budget;

Plans and directs in-service training for all plant maintenance employees;

Operates and maintains control systems for heating/ventilating and security card access;

Plans and directs an inspection and preventative maintenance program for all plant facilities;

Recommends all major maintenance and modernization plans to the Director of Educational Facilities or other superior;

Develops and administers all plant maintenance contracts;

Recommends procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives;

Directs mechanics in repair, operation and maintenance of boilers and boiler plant related equipment;

Maintains and monitors global positioning system software for district vehicles;

Operates and maintains a closed circuit surveillance system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of all phases of plant maintenance including heating and ventilating systems, temperature control systems and general maintenance of building maintenance, plumbing and electrical wiring; good knowledge of personnel administration; good knowledge of fiscal planning and management and budgeting; good knowledge of the practices and principles of purchasing and inventory control; good knowledge of training techniques; ability to utilize computer software to create spreadsheets, reports, presentations, and analyze information; ability to communicate effectively both orally and in writing; administrative ability; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Eight (8) years of paid full-time or its part-time equivalent experience in the maintenance of mechanical systems in a plant, three (3) years of which must have been in a supervisory capacity*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Mechanical Technology, Industrial Instrumentation, Instrumentation Technology, Facilities Maintenance, Facilities Maintenance Technology, Heating, Ventilating and Air Conditioning (HVAC) Technology, Electro Mechanical Technology, or any other building technology field or closely related field, plus six (6) years of paid full-time or its part-time equivalent experience in the maintenance of mechanical systems in a plant, three (3) years of which must have been in a supervisory capacity*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*supervisory capacity, for the purposes of these minimum qualifications, involves typical activities such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or

occasional.

SPECIAL REQUIREMENTS: Possession of a Third Class Stationary Engineer's License issued by a Board of Stationary Engineers in the State of New York is required by the end of the probationary period.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: February 24, 1972

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