

BUILDING MAINTENANCE SUPERVISOR

Code No. 3-11-025

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This supervisory position is responsible for coordinating the operation, maintenance and repair of buildings and may include the repair of utility systems and the maintenance of grounds. Employees must be available to respond to emergency situations and troubleshooting. The employee reports directly to, and works under the general supervision of, a facility or plant director, or other higher level staff member. General supervision is exercised over maintenance and repair staff such as Maintenance Mechanic I, II and III's, Stock Clerks, and other subordinates. 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.)

Schedules, supervises, and participates in, when required, the maintenance and repair of buildings and equipment involving such areas as plumbing, electrical, carpentry, and other standard trade activities, including improvement and beautification projects;

Supervises the work of heating, air conditioning and ventilating (HVAC) operations;

Plans and oversees all phases of small to medium construction and renovation projects of moderate complexity including contacting, directing and overseeing contracted work;

Researches and identifies warranty/code compliance issues for new and existing construction with outside contractors;

Maintains computerized records such as timekeeping, work order systems, vendor accounts, budget records, product/vendor research, price quotes and employee records;

Requisitions materials and supplies utilizing a computerized procurement system;

Assesses any damage to property/grounds and estimates chargeable costs;

Confers with senior staff on matters of engineering, operations, policies and protocol;

Establishes new policies and procedures;

Makes on site inspection of repairs;

Oversees compliance with recycling and hazardous waste programs;

Plans, directs, and prioritizes the work of subordinates.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of building maintenance requirements in terms of repairs and upkeep; good knowledge of building and grounds maintenance procedures,

practices, and techniques; good knowledge of construction trades such as plumbing, electrical, and carpentry; good knowledge of the tools, equipment and supplies involved in building repair; good knowledge of construction project management; good knowledge of building systems such as fire sprinklers, elevators and emergency generators; good knowledge of recycling and hazardous waste program requirements; working knowledge of HVAC operations; working knowledge of purchasing practices; working knowledge of the upkeep of motorized and mechanical equipment used in grounds and lawn maintenance; ability to organize a repair shop and to oversee the activities of repair crews; supervisory ability; ability to plan, develop, and implement short and long term maintenance, repair and construction projects; ability to make cost estimates and expense projections; ability to oversee the work of contractors; ability to write progress reports; ability to operate a personal computer for tasks such as data retrieval, entry, manipulation, and writing reports; mechanical ability; ability to keep time cards and records; ability to follow oral and written instructions; ability to communicate orally and in writing; ability to analyze needs and develop appropriate policies and procedures; ability to maintain inventories at the required level; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Five (5) years of paid full-time or its part-time equivalent experience in building maintenance as a skilled worker in one or more of the electrical, mechanical* or construction trades, at least two (2) 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 Electrical Technology, Building Technology, Engineering Technology, Construction Technology, Civil Engineering, Electrical Engineering, Mechanical Engineering, Industrial Engineering, or a closely related field plus three (3) years of paid full-time or its part-time equivalent experience as described in (A) above, at least two (2) 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.

*mechanical does NOT include experience such as automotive mechanics or automotive technicians.

* supervisory capacity, for the purposes of these minimum qualifications, involves typical duties 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 REQUIREMENT:

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 job.

REVISED: October 11, 1984

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