BUILDINGS AND GROUNDS EXPEDITOR

Code No. 4-11-058
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for expediting projects and activities that assist in the management of a Buildings and Grounds Department for a School District. The work involves the use of a computerized record system. The employee reports directly to, and works under general supervision of, a Buildings and Grounds administrator or other higher-level staff member with considerable leeway allowed in referring or responding to inquiries. 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.)

Tracks maintenance orders via computer and resolves problems due to acquisition of parts or scheduling;

Establishes and maintains inventories for equipment, preventive maintenance schedules, vehicles, and warranty work;

Receives, resolves, or refers heat problems in the facility;

Reviews insurance reports, expedites related maintenance orders, and ~~writes~~ prepares follow-up reports to insurance companies;

Summarizes price quotations and bidder selection for the Buildings and Grounds Department;

Coordinates and expedites various projects and activities within the Buildings and Grounds Department;

Coordinates files, software, and hardware maintenance for the unit;

Assists the public by answering questions or resolving problems related to billing, accounts, or fees;

Prepares financial and statistical reports on buildings and grounds operations;

Reviews vouchers for payment on contract services and goods received, and makes approval recommendations.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning and maintenance operations; good knowledge of purchasing and inventory procedures; working knowledge of computer operations as related to record keeping systems; working knowledge of insurance requirements and regulations as related to a school district buildings; ability to prepare clear, concise statistical reports; ability to establish and manage a maintenance records program; ability to coordinate various projects and activities; ability to establish and maintain effective working relationships; 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) Two (2) years paid full-time or its part-time equivalent experience involving building cleaning and maintenance activities*; OR,

(B) Two (2) years paid full-time or its part-time equivalent office clerical or secretarial experience**; OR,

* Qualifying experience does not include light housekeeping duties that are limited to dusting, vacuuming, etc.

** Experience as a Teller, Cashier or Sales Clerk will not be considered appropriate experience for the purposes of these minimum qualifications.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess 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.

Monroe County Civil Service Commission
ADOPTED: September 17, 1992
REVISED: November 6, 2025