

## **SUPERVISOR OF BUILDING MAINTENANCE – MONROE COMMUNITY COLLEGE**

Code No. 6-01-055  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for planning, supervising, and participating in the building and grounds maintenance and operation functions of a facility or building at Monroe Community College. Responsibilities involve planning and implementing the day-to-day maintenance and operations activities, as well as long term maintenance, repair and enhancement initiatives of classroom/office buildings, exterior grounds, and propane-fired training props and propane distribution systems. General supervision is exercised over a senior level mechanical staff. The employee reports directly to, and works under the general supervision of an administrative staff member. 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.)

Plans and assigns day-to-day activities of the maintenance staff;

Supervises contractors performing construction and maintenance work on the facilities, buildings and grounds;

Communicates with building occupants regarding maintenance of the facilities, buildings and grounds;

Responds to, and resolves situations needing urgent assessment, repair, or maintenance to the building or its systems;

Plans long term maintenance, repair and enhancement or construction projects;

Researches and recommends purchases of maintenance equipment and supplies;

Schedules and/or conducts tests of fire alarm, sprinkler, emergency generator, elevator, and other building systems;

Directs the proper operation and maintenance of operating systems and physical plant fixtures such as Heating Ventilating and Air Conditioning (HVAC), water, sewer, fire alarm and security system, electrical, mechanical, structural, housekeeping, elevator, fire suppression, parking lots, landscaping and auxiliary power;

Ensures that the grounds are maintained in proper condition;

Prepares costs estimates for maintenance, repair, or facility enhancement or construction projects;

Ensures vehicles assigned to the function are properly maintained;

Makes repairs to, and performs preventive maintenance on live burn training simulators;

Keeps logs and records of maintenance activities;

Performs maintenance tasks as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of buildings and ground maintenance procedures, practices and techniques; good knowledge of construction trades including plumbing, electrical and HVAC; good knowledge of building systems such as fire, sprinkler, elevator and emergency generators; good knowledge of maintenance, repair and construction project management; working knowledge of the practices involved in purchasing and cost estimates; mechanical skill; manual dexterity; ability to plan, develop and implement short and long term maintenance, repair and construction projects; ability to plan, supervise and assign work load to staff; supervisory ability; organizational ability; ability to supervise contractors; ability to utilize a personal computer for data retrieval, entry and manipulation; record keeping ability; ability to make repairs to the propane-fired fire simulator's burners and controls; ability to read blueprints, building plans, and technical drawings; ability to establish and maintain effective professional relationships; ability to communicate orally and in writing; good judgment; physical conditional commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full time or its part time equivalent experience in construction, OR in building or facilities maintenance, OR as an electrician, HVAC technician, or plumber, three (3) of which must have been in a supervisory capacity;\* OR,
- (B) Seven (7) years of experience as defined in (A) above, three (3) of which must have been in a supervisory capacity;\* OR,
- (C) An equivalent combination of education and training as defined by the limits of (A) and (B) above.

\*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.

**ADOPTED:** August 7, 2008

**REVISED:** October 2, 2008

**ADDITIONAL INFORMATION:**

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.