

BUILDING MAINTENANCE FOREMAN

Code No: 3-11-038
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the proper cleaning and minor maintenance of several buildings or facilities. Duties involve coordinating office moves including furniture and equipment. The supervision and participation of grounds maintenance work may also be performed. The employee reports directly to, and works under general supervision from a Town Supervisor or other higher-level staff member. General supervision is exercised over staff who performs duties such as cleaning and maintenance staff. 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.)

Instructs subordinates in the use of building cleaning supplies, materials and equipment;

Plans work schedules and resolves staffing problems;

Places orders for custodial suppliers and maintains inventory records;

Evaluates products and equipment and recommends for purchase;

Inspects the cleaning and maintenance work performed by subordinates;

Oversees and participates in the performance of a variety of custodian tasks;

Oversees and participates in minor building repairs involving carpentry and plumbing;

Reports necessary repairs of buildings and on grounds to appropriate staff;

Requisitions materials and supplies utilizing a computerized procurement system; maintains inventory; keeps records of work performed and other related areas;

Oversees the moving of office furniture and equipment as required;

Assists in performing grounds maintenance work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building cleaning practices, supplies and equipment; working knowledge of the upkeep of motorized and mechanical equipment used in grounds and lawn maintenance; working knowledge of construction trades such as plumbing and carpentry; working knowledge of the tools, equipment and supplies involved in minor building repair; working knowledge of purchasing practices; ability to plan and supervise the work of others; ability to order supplies, keep inventory and maintain records; ability to utilize a computer and related software; ability to inspect the work of a subordinate staff; ability to oversee and perform cleaning tasks and minor building repairs; ability to give and receive oral and written directions; ability to communicate orally and in writing; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus four (4) years paid full-time or its part-time equivalent experience in building maintenance activities.

SPECIAL REQUIREMENTS: 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.

Monroe County Civil Service Commission

REVISED: September 11, 1968

REVISED: April 7, 2022