

SUPERVISOR OF STRUCTURES, GROUNDS AND EQUIPMENT MAINTENANCE

Code No.: 3-11-037
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for work performed by personnel engaged in the care, maintenance and repair of structures, grounds, vehicles and related equipment for the Monroe County Water Authority. Work requires regular inspection of various locations including the general offices, treatment plant, water storage facilities, booster pumping stations and masonry underground structures. The employee is required to climb ladders or stairs and enter confined or restricted spaces including subgrade facilities and maneuver in tight quarters around machinery and equipment. The employee reports directly to, and works under the general supervision of, the Director of Engineering/Distribution with wide latitude allowed to accomplish duties. Direct supervision is exercised over a maintenance staff including Labor Foreman, Heavy Motor Equipment Operators, and seasonal staff. The employee must be available for emergency duty twenty-four (24) hours a day. 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.)

Supervises building maintenance and facility renovation activities such as janitorial and custodial work, basic electrical, plumbing, masonry and carpentry work, painting and refinishing structures and furniture, facility repairs, e.g., roofing, windows, locks;

Supervises grounds maintenance activities such as grading and seeding, lawn care including planting, fertilization, watering and mowing, tree and shrub care including planting, fertilization, pruning and removal, snow removal at about 25 sites;

Supervises construction and repair activities on structures such as roadways and road gutters, sidewalks and stairs, manholes and vaults, partitions, walls and doors, fences and gates;

Assists in establishing specifications for new vehicles and equipment to be acquired;

Inspects all buildings and grounds periodically to determine repair and maintenance work necessary to keep them in good condition;

Establishes routine work priorities and schedules work for maintenance of buildings, grounds and equipment;

Supervises miscellaneous jobs such as moving furniture and equipment within Monroe County Water Authority and cleaning and refurbishing private property; where damage was caused by Monroe County Water Authority Operations;

Investigates motor vehicles accidents involving Monroe County Water Authority vehicles and private property damage due to Authority operations;

Assumes responsibility for activities of Structures, Grounds and Equipment Maintenance Department in absence of Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND OTHER PERSONAL

CHARACTERISTICS: Thorough knowledge of the practices involved in the care and maintenance of structures, grounds and vehicles; good knowledge of the practices, tools, terminology and safety precautions of electrical, plumbing, carpentry and painting and minor construction work; ability to follow complex oral and written instructions; ability to understand plans and specifications; ability to maintain accurate records; ability to plan and supervise the work of others; tact and courtesy in dealing with the public and other employees; initiative; resourcefulness; willingness to work outdoors under adverse weather conditions; ability to enter/exit confined or restricted areas and maneuver in tight spaces; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus five (5) years experience paid full-time or its part-time equivalent experience in the maintenance of structures, grounds and vehicles, two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Possession of a valid New York State Class *A* driver's license at the time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: March 19, 1981

REVISED: July 15, 1993