

BUILDING MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled supervisory position responsible for the unit direction and overall supervision of building maintenance and construction programs, normally excluding heating and ventilating operations. Incumbents assume responsibility for the efficient and economical maintenance of buildings and equipment. Work is performed under the general direction of an administrative employee with considerable leeway for planning and carrying out assignments. Supervision is exercised over the work of lower level supervisory employees, building maintenance mechanics and skilled trades people. Employees are required to report to work as needed to cover emergency situations and to participate in snow and ice control activities.

TYPICAL WORK ACTIVITIES:

1. Implements building maintenance and construction projects by scheduling work orders and reviewing completed work;
2. Oversees the coordination of work assignments done by trades people and building maintenance mechanics and supervisory staff;
3. Assumes responsibility for and participates in building maintenance and construction work;
4. Assumes responsibility for the inventory of materials, parts, equipment, tools, work clothes and requisitions the same when needed;
5. Reviews records, makes and reviews reports of building maintenance, repairs, preventive maintenance and renovation projects;
6. Assumes responsibility for building maintenance staff in regard to time off requests and attendance functions, performance evaluations and discipline problems;
7. Assumes responsibility for and participates in snow and ice removal activities which may include working overtime hours, reporting to work early, or reporting to work on scheduled days off, in cold and wet conditions;
8. May temporarily be assigned to supervise heating and ventilating personnel in absence of that unit's supervisor;
9. Prepares estimates for supplies and equipment for budget preparation or project development;
10. Reviews work of contractors, building maintenance and repair projects;
11. Assumes responsibility for maintaining a safe work environment;
12. Supervises and participates in the installation of major parts of fire alarm systems including electrical and plumbing work;
13. May serve as liaison between maintenance and other departments which are involved in maintenance projects;
14. May be required to operate a motor vehicle in connection with assignments;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; thorough knowledge of one or more of the construction trades; good knowledge of other trades in order to coordinate building projects; working knowledge of budgeting practices and procedures in a Municipal setting; skill in the use of standard tools and equipment of the trades; ability to plan, oversee and evaluate projects; ability to coordinate and supervise the work of others; ability to read and understand diagrams and blueprints; ability to carry out detailed oral and written instructions; ability to establish and maintain effective working relationships with others; mechanical aptitude; manual dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

BUILDING MAINTENANCE SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

Five (5) years of paid work experience in the building maintenance or construction trades, two (2) of which involved skilled trades work and one (1) of which involved supervisory responsibility.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle Operator's license at time of appointment.

TR1407

ADOPTED: 01/01/78

REVISED: 06/26/79

11/26/79

06/11/85

07/24/09

12/14/15