

BUILDING MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for overseeing and participating in work related to the efficient operation of county or school owned buildings, including necessary custodial and/or maintenance activities. The incumbent performs a variety of building maintenance and repair tasks. Supervision is exercised over the work of subordinate employees engaged in cleaning and/or maintenance activities. The work is performed under the general direction of the Supervisor of Building and Grounds or the County Legislature or other appointing authority depending on location of position with considerable leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervise and participates in the repair and maintenance of plumbing, heating, and air conditioning equipment;
Supervise, inspect, and participate in the maintenance and repair of electric wiring systems, fixtures, and equipment;
Supervise and participate in the maintenance and repair of building exteriors, including roofs, chimneys, gutters, drains, and windows;
Regularly inspects interior and exterior of buildings and/or grounds and makes appropriate recommendations when repair work is necessary;
Supervise and participate in the custodial and cleaning of all County owned buildings;
Maintains inventory of supplies, tools, and other equipment;
May requisition and direct purchasing of items of supply and equipment;
May assist in the operation and maintenance of swimming pool and all related equipment;
Maintains appropriate records and reports as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern building maintenance repair and cleaning practices; good knowledge of the basic principles and practices of operating and maintaining heating and electrical equipment for large buildings; working knowledge of the practices, tools and technique of one or more of the standard building trades; ability to plan and supervise the work of others; ability to prepare related reports and keep related records; ability to follow oral and written instructions; dependability; mechanical

aptitude; manual dexterity; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Three years of journey-level experience in one of the recognized skilled trades; or
- (b) Four years of experience in general building maintenance and repair work or one of the standard building trades such as carpentry, plumbing, masonry or electrical work; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) .