

Jurisdictional Class: Competitive  
EEO Category: Skilled Craft  
Revised: 10/31/2023

## **BUILDING MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the operation and maintenance of a large public building and related grounds and equipment. The incumbent has considerable leeway in planning work programs, establishing operating standards, and in keeping buildings and equipment up to approved standards of operation. The work is performed under general supervision of a higher-level supervisor. Supervision is exercised over a number of custodial and maintenance personnel. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and inspects the maintenance, repair and operations of a building or buildings and also the grounds connected thereto;

Supervises the operation and maintenance of the heating plant and related equipment;

Oversees the maintenance of varied services, such as heat, light, gas, water supply and refuse disposal;

Assigns and reassigns operation and maintenance personnel to specific jobs;

Determines the necessity for, and supervises repair work on buildings and equipment;

Oversees the care and maintenance of lawns, walks, shrubs, trees and grounds;

Plans, schedules and determines the priority of repairs, requisitions, equipment and supplies, and frequently makes purchases independently on the open market;

Estimates the cost of labor, maintenance and repair projects;

Inspects and otherwise exercises control over repair and alteration work performed by outside contractors;

May maintain appropriate records on operations and compiles periodic reports.

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

Thorough knowledge of modern large scale buildings and grounds operation and maintenance practices; thorough knowledge of practices, tools and equipment used in the maintenance and repair of buildings; good knowledge of the principles and practices of operating and maintaining high pressure boilers and auxiliary equipment; good knowledge of tools, terminology and practices of one or more of the mechanical or construction trades; good knowledge of high pressure boiler operating safety precautions; ability to supervise the work of others; ability to read blueprints; mechanical aptitude.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Associate's Degree in construction, engineering technology, or a closely related field **AND** three (3) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Six (6) years of experience in building construction or one of the standard trades, one (1) year of which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTE:** Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 05/17/1984  
Revised: 10/31/1990, 08/03/1994, 05/23/1995, 08/30/2006, 05/29/2018, 01/09/2023, 10/31/2023

Title changed from "Building Maintenance Foreman": 08/03/1994