

Jurisdictional Class: Competitive
EEO Category: Skilled Craft
Revised: 05/29/2018

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 compile 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.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation for a regionally accredited of New York State registered college or university with an 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**

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- (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.

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

Adopted: 05/17/1984

Revised: 10/31/1990; 08/03/1994; 05/23/1995; 08/30/2006; 05/29/2018