

BUILDING MAINTENANCE FOREPERSON

GENERAL STATEMENT OF DUTIES: Has responsibility for building and grounds maintenance activities for county office buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the efficient and economic maintenance of county office buildings. The incumbent is required to organize an effective maintenance program and to oversee its effective application. The work is performed within general guidelines established by the County Properties Committee of the County Legislature. Supervision is exercised over the work of various custodial and maintenance personnel.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the work of employees engaged in a variety of maintenance activities such as cleaning boilers, replacing broken windows, patching roofs and painting, etc.;
- Assigns employees to various cleaning and maintenance tasks and establishes work schedules;
- Supervises and participates in carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by custodial or maintenance employees;
- Makes estimates of materials required for repairs;
- Prepares tentative budget estimates for custodial and maintenance activities;
- Interviews salesmen and makes recommendations for purchase of supplies and equipment;
- Keeps time and material records and prepares necessary reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of practices, tools and materials used in the maintenance and repair of buildings and equipment; ability to plan and supervise the work of others; ability to understand and carry out complex written and oral directions; ability to get along well with others; honesty; initiative; good judgment; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Six years of progressively responsible experience in building maintenance activities; or any equivalent combination of experience and training.

NOTE: Incumbents must possess a valid New York State Drivers License.