

BUILDING MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and skilled trades position involving participation in and supervision of the maintenance program. The incumbent is responsible for organizing and overseeing the effective application of an ongoing program of preventive maintenance and repairs as well as serving as a specialist in the care and repair of heating, ventilating and air conditioning systems. The work is performed under administrative supervision with considerable latitude allowed for independent planning and scheduling of work. Supervision is exercised over cleaning, custodial, building and grounds maintenance personnel, although the incumbent also works independently in certain skilled trades areas. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises the work of skilled and semi-skilled workers involved in building maintenance tasks;
- Supervises and inspects the work of cleaning and custodial staff;
- Directs and participates in the installation, servicing and repair of heating, ventilating, air conditioning, water supply systems and sewage treatment systems;
- Assigns employees to general functions and specific tasks and develops and revises work schedules;
- Confers with supervisors to set priorities and deadlines and to outline long range plans;
- Prepares tentative budget estimates for supplies and equipment;
- Makes cost estimates of materials and projects;
- Meets with vendors, reviews catalog and make recommendations for purchasing supplies and equipment;
- Oversees the seasonal grounds maintenance program as well as snow and ice control;
- Works with architects, clerks of the works and contractors on ongoing planning and construction works;
- Responds to calls for emergency repairs;
- Keeps a variety of files and records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern, large-scale building maintenance and operation activities; thorough knowledge of heating plant, air conditioning and ventilating operations and safety precautions; thorough knowledge of the principles and practices of coordinating maintenance and custodial staff and materials; thorough knowledge of building and grounds maintenance trades and operations; ability to interpret blueprints and specifications; ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment; ability to plan, organize, coordinate, train and supervise a staff having diverse skills in heating, plumbing, electrical, air conditioning, carpentry, painting, other trades and grounds maintenance personnel; ability to maintain efficiency and harmony in working relationships among subordinates; ability to apply critical attitude in the inspection and evaluation of work completed and in progress; ability to communicate, understand and execute oral and written directions; ability to prepare preliminary budget and renovation estimates; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and five years of experience in building maintenance activities including the maintenance and repair of heating, ventilating and air conditioning equipment, two years of which must have been supervisory experience.

NOTE: Incumbents must possess a valid New York State driver's license.

In the Frankfort-Schuyler Central School District the duties of this position do not include Supervision over custodial and cleaning staff. (CSC Action 05/28/85)

