

BUILDING MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves the supervision of a public or school district building or buildings relative to maintenance as well as safe and effective operation. Responsibilities include overseeing and coordinating building maintenance, repairs, and day-to-day operations. Additionally, incumbent assists with overseeing contractual work for ongoing maintenance or special repair and/or improvement projects, as needed. Work is performed under general supervision of a program or department supervisor or director, or Town Supervisor/Town Board. In a school district, work is performed under general supervision of a school administrator or School Superintendent. Leeway for the exercise of independent judgment in carrying out the details of the work is allowed. Supervision may be exercised over subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees safe and efficient operations, repairs, maintenance, construction, schedules, etc. of buildings or facilities;
Performs and/or supervises maintenance and repair work regarding electrical systems, plumbing systems, painting, furniture and fixtures, routine cleaning, and related activities;
Performs and/or supervises maintenance, cleaning and repairs of boilers, pumps, pipes, heaters, heating and ventilating systems, HVAC, etc.;
Assists with supervision of the work of outside contractors on construction, equipment installations, renovation and/or redesign projects, repairs, etc.;
Assists with planning of new projects, construction, equipment installations, renovation and/or redesign projects, repairs, etc.;
Provides periodic reports relative to work of outside contractors, project progress, repairs, maintenance, etc., as required;
May participate in preparation of preliminary plans, specifications and cost estimates of repair, alteration, or other capital projects;
May attend planning sessions with engineers, architects or other professionals for proposed projects relative to facilities and/or grounds, as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES &

PERSONAL CHARACTERISTICS: Good knowledge of construction, maintenance and repair of facilities and structures; good knowledge of the practice, tools and terminology of the building maintenance trades; good knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work; good knowledge of the principles and practices of supervision; working knowledge of the principles and practices of facilities management and operation activities; ability to plan and direct the work of others; ability to train and supervise subordinates; ability to oversee multiple ongoing projects; ability to read building plans and

BUILDING MAINTENANCE SUPERVISOR (cont'd)

specifications; ability to monitor budgets to ensure expenditures are within authorized budgetary limits; ability to write clear and accurate records and reports; ability to establish and maintain effective working relationships; mechanical aptitude; mature and professional judgment; initiative; resourcefulness; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree or higher in facilities management, engineering, engineering technology, building construction technology or a related field and two (2) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- b) Graduation from high school or possession of a comparable diploma and four (4) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- c) Six (6) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:

1. In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.
2. In accordance with the requirements of civil service law §17 as amended by Chapter 403 of the Laws of 2011, when used in a school district, the Building Maintenance Supervisor job classification has been deemed equivalent to New York State Director of Facilities I. A New York State Director of Facilities I eligible list must be certified to fill any vacancy in this job classification. Residency preference is prohibited by the above-referenced legislation from being used when certifying an eligible list for Director of Facilities I.