

## BUILDING & GROUNDS MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves supervision and management of public building(s) and surrounding grounds relative to maintenance as well as safe and effective operation. Responsibilities include overseeing, coordinating and performing daily operations, maintenance and repairs. Incumbent is also involved with identification and correction of deficiencies, risks and/or liabilities, and ensuring compliance with applicable state, local and federal standards and specifications. Additionally, incumbent assists with management of relationships and agreements or contracts relative to contractual work for ongoing maintenance or special repair and/or improvement projects. Work is performed under general supervision of the program or department supervisor or director, or of a Town Supervisor/Town Board, with leeway for the exercise of independent judgment in carrying out the details of the work. 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, facilities and/or grounds;

Performs and/or supervises maintenance and repair work regarding electrical systems, plumbing systems, painting, furniture and fixtures, landscaping, routine cleaning, files/records storage, retrieval and relocation, and related activities;

Performs and/or supervises maintenance, cleaning and repairs of boilers, pumps, pipes, heaters, heating and ventilating systems, HVAC, etc.;

Performs and/or supervises snow and ice removal;

Reviews and oversees implementation of policies and operational priorities as they relate to facilities operation and maintenance;

Oversees construction, equipment installations, renovation and redesign projects, repairs, etc.;

Investigates and resolves problems arising from construction or changes in existing buildings, grounds, and/or facilities;

Identifies causes of incidents, mechanical and structural deficiencies or maintenance and repair needs, and, when necessary, arranges for assistance by trained personnel and/or service providers;

Implements procedures to correct problems or deficiencies and to reduce risk and/or liabilities;

Ensures compliance with applicable state, local and federal standards and specifications;

Participates in planning and implementation of security activities relative to buildings and/or grounds;

Assists with facilitating and review of purchasing and maintenance contracts with suppliers, contractors and service providers;

Oversees and inspects the work of outside contractors, and maintains records relative to such work;

Provides reports relative to work of outside contractors and project progress, as required;

Maintains inventory records, and performs and/or supervises ordering and storage of office, cleaning, and maintenance materials, supplies, parts and tools;

Monitors use of resources to minimize the risks of loss and recommends corrective or preventative measures where necessary;

Participates in the selection and training of subordinate staff;

Uses computer applications and software as needed to perform work assignments;

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May prepare bid packages, Requests For Professional Services, and other bid documents;  
May participate in preparation of preliminary plans, specifications and cost estimates of repair, alteration, or other capital projects, and assist with presentation of such plans, specifications and cost estimates to the Town Board, School Board, or appropriate body;  
May meet with departments and administrators as necessary relative to facilities to review and coordinate operations, compliance with applicable mandates, maintenance and repairs, etc.;  
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 AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of facilities management and operation activities; working knowledge of construction, maintenance and repair of facilities and structures; working knowledge of the building maintenance trades; working knowledge of construction drafting, blueprints and specifications; ability to understand, inspect and remedy defects in maintenance and operating procedures; ability to oversee multiple ongoing projects; ability to review construction, repair or renovation work estimates, and to manage work within budgetary limitations; ability to plan and direct the work of others; ability to express ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; mature and professional judgment; initiative and resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree and one (1) year of work experience involving facility and/or building maintenance and/or operations, project management relating to facilities maintenance, or closely related work, which must have included supervisory or administrative responsibilities; or
- b) Associates degree and three (3) years work experience involving facility and/or building maintenance and/or operations, project management relating to facilities maintenance, or closely related work, one (1) year of which must have included supervisory or administrative responsibilities; or
- c) Graduation from high school or possession of a comparable diploma and five (5) years work experience involving facility and/or building maintenance and/or operations, project management relating to facilities maintenance, or closely related work, one (1) year of which must have included supervisory or administrative responsibilities; or
- d) An equivalent combination of training and experience as described 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

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.