

SENIOR MAINTENANCE WORKER/STOCK CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for coordinating maintenance and repairs, inventory, security and general day-to-day operations of county government buildings, facilities and grounds, to ensure safe and effective operations. Duties include responsibility for inventory and stockroom management, including purchasing, distribution, and records maintenance, in accordance with applicable laws, rules, regulations, contracts and/or policies. Incumbent is responsible for identification and correction of deficiencies, risks and/or liabilities, ensuring compliance with applicable state, local and federal standards and specifications, and addressing day-to-day needs and issues of employees and the public relative to facilities and materials/supplies usage. Work requires close coordination with County administrators and departments in the management of ongoing maintenance or special repair and/or improvement projects, and is performed under general supervision of the Director of Purchasing and Central Services, with leeway for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over laborers and subordinate workers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees safe and efficient operations, repairs and ongoing maintenance of buildings, facilities and/or grounds;

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

Performs basic maintenance and repair work regarding electrical fixtures, plumbing fixtures, painting, furniture, boiler and burners, and related routine building cleaning and maintenance tasks;

Performs and/or oversees ongoing landscaping, routine grounds maintenance tasks, such as mowing lawns, maintaining plantings and flower beds, walks and driveways, snow and ice removal, and related activities;

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

Oversees equipment installations, buildings and grounds improvement projects and repairs, etc.;

Performs and/or oversees recycling activities for assigned facility, including collections, sorting, pick up and other related processing of recyclables;

Investigates and resolves problems in 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;

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

Manages central storeroom, including all inventory, storage, distribution, receiving, and related record-keeping and data control;

Organizes, sorts, packs and maintains order and ongoing records of supplies, materials and equipment and other inventory;

Receives supplies, deliveries, and equipment and checks for compliance with purchase orders;

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Requisitions commonly used supplies to maintain appropriate stock levels; Maintains ongoing records of inventory, purchases, distributions, etc. and provides reports as needed;

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

Monitors use of resources and manages damages, shortages and other problems and recommends and reports corrective or preventative measures to appropriate authorities;

Manages fuel oil, including tanks for heating systems, emergency services diesel generator, and gasoline pump for county vehicles;

Monitors and oversees gasoline pump access, using computer software to manage user codes, key assignment, fuel usage, repairs and preparation of data reports, as needed;

Participates in preparatory drills for managing receiving, storage and distribution of supplies as designated Point-of-Distribution (POD) site in case of declared emergency;

Meets with departments and administrators as necessary relative to facilities to review and coordinate operations, compliance with applicable mandates, maintenance and repairs, etc.;

Uses computer applications and software as needed to maintain records and produce reports;

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: Good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of methods and practices for receiving, storing, maintaining and issuing supplies; good knowledge of inventory control methods; working knowledge of the practices and techniques of one or more of the standard trades; ability to understand and carry out oral and written instructions; ability to establish and maintain effective working relationships; mechanical aptitude; clerical aptitude; manual dexterity; good judgment; initiative and resourcefulness; tact and courtesy; integrity; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree 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
- b) Graduation from high school or possession of a comparable diploma and seven (7) years work experience as described in a) above; or
- c) An equivalent combination of training and experience as described in a) and b) 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.