



CATTARAUGUS COUNTY CIVIL SERVICE HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

MAINTENANCE SUPERVISOR- MACHIAS PINES (Provisional)

INFORMATIONAL POSTING

Supervisory Unit

Department of Buildings & Grounds

1 Leo Moss Drive, Suite 1623

Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Maintenance Supervisor	1	Grade 27 - \$34.13 per hour
Machias Pines		
*Provisional Appointment		Supervisory Bargaining Unit

**Permanent appointment requires successful completion, and placement, thru the Civil Service examination process.*

This is a key technical and supervisory position involving responsibility for the supervision of a crew of maintenance personnel engaged in the efficient and economical maintenance of a facility. An employee in this class assists a superior in planning work activities, in maintaining pertinent records, in preparing specifications, and developing programs to insure the health and safety of the facility's occupants. Assistance is also given to subordinates in accomplishing the more difficult or skilled work. The work is performed under general supervision. Direct supervision is exercised over subordinates involved in custodial and maintenance activities. The work is reviewed through reports and by inspection. A Maintenance Supervisor does related work as required.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in engineering technology or a related field and two years of building maintenance experience; OR
2. Graduation from high school or possession of a high school equivalency diploma and four years of building maintenance experience.

SPECIAL REQUIREMENT: Possession of an appropriate class New York State driver's license.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on March 3, 2026 to:

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>

Cattaraugus County - an Equal Opportunity Employer

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