

MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

- Supervises and participates with assigned staff in the safe and efficient maintenance operations of a facility;
- Develops, schedules, and manages a preventive maintenance program designed to retain buildings, grounds, and equipment in safe operating condition;
- Confers with supervisors on maintenance, repair, and operational needs;
- Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;
- Assists in the planning of new construction and major repair work;
- Identifies and reports mechanical and structural deficiencies and the need for repair or replacement;
- Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;
- Schedules assigned staff to assure adequate coverage;
- Investigates and reports on damage to building with recommendations for repair and prevention;
- Prepares preliminary plans, specifications, and cost estimates of assigned repair and alteration projects;
- Directs snow and ice control activities, tree and decorative planting, and pruning;
- Responds to emergencies and organizes staff to cope with indicated needs;
- Oversees and energy conservation program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of modern large-scale building maintenance and repair principles and practices; good knowledge of operation and maintenance procedures, such as steam heat, air conditioning, ventilating, electrical and plumbing systems; working knowledge of building construction principles and practices; ability to perform technical repairs and maintenance of building systems and equipment; ability to plan and supervise the work of others; ability to read plans and specifications; ability to get along well with others; ability to carry out written and oral directions; initiative; good judgement; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A.) Possession of at least an Associate Degree in Engineering Technology or a related field and two (2) years of building maintenance experience;

OR

B.) Graduation from high school or possession of a high school equivalency diploma and four (4) years of building maintenance experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

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

CATTARAUGUS COUNTY CIVIL SERVICE

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