

BUILDING MAINTENANCE LEADER

DISTINGUISHING FEATURES OF THE CLASS: This is work involving responsibility for supervising a number of maintenance workers in the performance of semi-skilled maintenance work and personally performing the more skilled work. The work is performed under general supervision with broad leeway allowed for planning the methods and procedures involved in executing assigned tasks. Work is performed under the supervision of the Superintendent of Buildings and Grounds or other higher level employee. Supervision is exercised over the work of lower level building maintenance employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and/ or participates in the plumbing, electrical, masonry, carpentry, mechanical and other building maintenance functions;

Supervises and/ or participates in the repair of heating and air conditioning systems;

Supervises and/ or participates in checking oil and gas tanks for leakage;

Supervises grounds maintenance activities;

Instructs maintenance personnel on building maintenance procedures;

Responsible for the preparation and submission of time and attendance records of subordinates;

Maintains a variety of records;

May install and repair moderately complex electrical fixtures and equipment;

May install and repair moderately complex plumbing fixtures and equipment;

May requisition tools and supplies necessary to the building maintenance function;

May supervise and/ or participate in collecting potable water for testing purposes to ensure that health standards are met.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the common practices, tools, terminology and safety precautions of one of the mechanical or construction trades and working knowledge of several additional trades; good knowledge of the operation of heating equipment and ventilating and heating distribution system; good knowledge of building cleaning methods; ability to plan and direct the work of others; ability to perform maintenance work in a variety of trades; mechanical aptitude; manual dexterity; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Five (5) years of full-time paid experience, or its= part-time equivalent, in general building construction or maintenance work which included experience in one or more of the standard trades such as carpentry, plumbing or electrical work; **OR**
- B. Two (2) years satisfactory completion of a BOCES, or substantially similar, training program which must have included basic carpentry, electrical and plumbing courses and three (3) years of full-time paid experience, or its= part-time equivalent, in general building construction or maintenance work which included experience in one or more of the standard trades such as carpentry, plumbing or electric work; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
0870 BLD MTC LD
Classification: Non-Competitive
Grade: 7
Union: CSEA

Revised: September 18, 1992
Revised: July 28, 1993