

BUILDING MAINTENANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises and performs skilled building trades work requiring a comprehensive knowledge of all aspects of one or more of the building construction or maintenance trades such as carpentry, plumbing or masonry. Instructions received are general in nature and the employee is expected to plan and execute the work independently. Supervision is exercised as needed over building trades workers, building maintenance workers and other repair and maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and performs journeyman level work in one or more of the building construction or maintenance trades such as carpentry, plumbing or masonry;

Reviews work assignments to determine materials required;

Orders materials for work projects and lays out work plans for projects including personnel required;

Assists in the performance of work in construction or maintenance trades outside of the incumbent's specialty;

Performs trouble shooting and repair tasks;

Supervises and instructs building trades workers, building maintenance workers and others engaged in building maintenance and repair tasks;

Responds to emergency calls on a 24 hour a day basis;

Performs a variety of maintenance, construction and repair tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of all aspects of one or more of the building construction or maintenance trades; good knowledge of building and repair procedures; good knowledge of safety precautions necessary in the performance of the work; ability to follow oral and written instructions; ability to lay out work and estimate required materials, tools and personnel; ability to supervise the work of others; skill in the use of the tools of the trade; manual dexterity; mechanical aptitude; initiative; willingness to respond to calls on a 24 hour a day basis; good physical condition.

MINIMUM QUALIFICATIONS: Three (3) years of experience as a journeyman level trades worker in one or more of the building construction or maintenance trades.

Note: A journeyman trades worker for purposes of these qualifications is defined as an individual who has completed an apprenticeship program working under the direction of a skilled trades worker; OR an individual who has worked as a helper or assistant to a skilled trades worker for a minimum of four (4) years. Advanced specialized formal training may be substituted for the required four (4) years of experience on a year for year basis; HOWEVER, in

no case may training be substituted for the required three (3) years of journeyman level experience described in the minimum qualifications.

Special Note: When employed at the Golden Hill Health Care Center, in accordance with the New York Department of Health Criminal History Record Check (CHRC) program, it is required that a CHRC be obtained for any non-licensed prospective employees who will provide care or supervision to residents. Such employees will be considered as temporary employees when hired, until such time as the CHRC is completed and the employee's background check is cleared, then the employees may become permanent.

ULSTER COUNTY
0900 BLD MTC SP
Classification: Non-Competitive
Grade: 11
Union: CSEA

Adopted: January 27, 1981
Revised: May 27, 2008