

## **BUILDING MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for the efficient and economical maintenance of buildings and equipment. The work is performed under a general direction of a superior with considerable leeway for planning and carrying out assignments. Supervision is exercised over the work of subordinate personnel. 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 maintains buildings and grounds to ensure a safe and healthy environment;

Supervises and participates in plumbing, electrical, carpentry, masonry and mechanical repairs;

Supervises the maintenance and repair of boilers, steam fitting equipment and other portions of heating systems;

Supervises the provision of contracted services;

Checks performance of heating systems and supervises the maintenance of same;

Schedules annual fire inspection with local fire officials;

Schedules and assigns tasks;

Researches and reviews estimates from contractors that relate to building maintenance budget;

Requisitions tools and supplies needed for repairs and installations;

Maintains records and prepares reports of building maintenance and repair activities;

May maintain vehicle maintenance records and schedule maintenance to ensure safe operation.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of practices, tools and materials used in the maintenance and repair of buildings and grounds equipment; ability to supervise the work of others; ability to carry out detailed instructions; mechanical aptitude; manual dexterity; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four (4) years of experience in general building maintenance or building trades work, one year of which must have been in a supervisory capacity.

ULSTER COUNTY  
0910 BLD MTC SU  
Classification: Competitive

Adopted: April 11, 1978  
Revised: December 22, 1980  
Revised: September 12, 1994

**Building Maintenance Supervisor**

Grade: 11

Union: CSEA