

MAINTENANCE AND CONSTRUCTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class has responsibility for the efficient and economical cleaning, maintenance, and repair of a County complex, the Ulster County Community College Campus or other large municipally-owned facility. Work is performed in accordance with general policy outlined by the Commissioner of Buildings and Grounds, Director of Plant Operations, Assistant Superintendent for Business or other superior, allowing wide leeway for the exercise of independent judgment in administering the technical phases of the work. Supervision is exercised over the work of building maintenance and repair 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.

Schedules and lays out work plans for projects including personnel required;

Requisitions materials for work projects;

Supervises and instructs workers engaged in building maintenance and repair tasks;

Supervises the repair of windows, doors, floors, walls and other parts of buildings;

Supervises the painting of rooms, halls, doors and ceilings;

Makes regular inspections of buildings and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment;

Checks to ensure that procedures are being followed for buildings to be heated, cleaned, locked and unlocked, and in readiness for all activities;

Checks performance of heating, ventilating and air conditioning systems and supervises the repair and cleaning of them;

Inspects and otherwise exercises control over maintenance work performed by outside contractors;

Supervises and performs preventative maintenance on all equipment;

Requisitions tools and supplies to make repairs and installations;

Keeps records and makes reports of building maintenance and repair activities;

Supervises general grounds maintenance activities;

Responds to complaints relative to building maintenance issues;

Reports any acts of vandalism or breakage to proper authorities;

Assists in preparation of tentative budget estimates for construction and maintenance activities;

May respond to emergency calls on a 24 hour a day basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of all aspects of one or more of the building construction or maintenance trades; thorough knowledge of building repair, maintenance and cleaning procedures; thorough knowledge of safety precautions necessary in the performance of the work; good knowledge of the principles, practices and procedures used in electrical, heating, ventilating and air conditioning systems; ability to lay out and schedule work and estimate required materials, tools and personnel; ability to supervise the work of others; ability to read blue prints; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to maintain records and reports; willingness to respond to calls on a 24 hour a day basis; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four (4) years of full-time paid, or its' part-time equivalent, building maintenance or building construction experience, at least two (2) years of which must have been in a supervisory capacity.

ULSTER COUNTY
4150 M&C SUPV
Classification: Competitive
Grade: 13
Union: CSEA

Adopted: June 26, 1985
Revised: May 31, 1994
Revised: November 22, 1996
Revised: May 29, 2003