

SENIOR BUILDING MAINTENANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises and performs skilled building trades work 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 incumbent is expected to schedule and execute the work independently. Supervision is exercised over building maintenance specialists, building trades workers, building maintenance workers and other repair and maintenance 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.

Assists the Maintenance Coordinator in maintaining the structural integrity of county owned buildings and parks;

Supervises journey 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, requisitions tools necessary, and lays out work plans, including personnel required for work projects;

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

Performs a variety of maintenance, construction and repair tasks as required, including related trades work such as minor plumbing, masonry or electrical repairs;

Performs trouble shooting and repair tasks;

Operates and supervises the operation of various woodworking machinery, such as: lathes, planers, drum and belt sanders, borers, etc.;

Maintains daily logs of work performed;

Responds 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 and maintenance procedures; thorough knowledge of safety precautions necessary in the performance of the work; ability to follow oral and written instructions; ability to lay out and schedule work and estimate required materials, tools and personnel; ability to plan and supervise the work of others; ability to maintain records; skill in the use of the tools of the trade; mechanical aptitude; initiative;

good judgment; dependability; willingness to respond to calls on a 24 hour a day basis; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Five (5) years of full-time paid or its' part-time equivalent journey level experience in one or more of the building construction or maintenance trades, two (2) years of which must have been in a supervisory capacity.

ULSTER COUNTY

6025 SR BD MT S

Classification: Non-Competitive

Grade: 13

Union: CSEA

Adopted: June 22, 1998