

## **MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving the supervision of a maintenance staff engaged in the efficient and economical maintenance of a facility. An employee in this position assists a superior in planning work activities, maintaining pertinent records, preparing specifications and developing programs to insure the health and safety of the facility's occupants. Assistance is also given to subordinates in accomplishing the more skilled or difficult work. The work is performed under general supervision of a higher level administrator with wide leeway allowed for the use of independent judgment. Supervision is exercised over all subordinate maintenance personnel and their work is reviewed through inspection and reports. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and participates with an assigned staff in the safe and efficient maintenance operations of a facility;  
Schedules assigned staff to assure adequate coverage;  
Assists with the developing, scheduling and management of a preventive maintenance program designed to retain buildings, grounds and equipment in safe operating condition;  
Confers with supervisors on maintenance, repair and operational needs;  
Makes periodic inspections of buildings and grounds;  
Assists in the planning of new construction and major repair work;  
Identifies and reports mechanical and structural deficiencies and the need for repair or replacement;  
May inspect and prepare reports on the work of outside contractors and recommend acceptance or rejection;  
Investigates and reports on damage to building and makes recommendations for repair and prevention;  
Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;  
Directs snow and ice control activities;  
Responds to emergencies and organizes staff to cope with indicated needs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern large-scale building maintenance and repair principles and practices;  
Good knowledge of operation and maintenance procedures, such as steam heat, air conditioning, ventilating, electrical and plumbing systems;  
Good knowledge of building construction principles and practices;  
Ability to plan, supervise and evaluate the work of others;

Ability to perform technical repairs and maintenance of building systems to read plans and specifications;  
Ability to get along well with others;  
Ability to carry out written and oral directions;  
Ability to operate a variety of tools and equipment used in maintenance activities such as carpentry tools, table saws, drill press, routers, power sanders and welding equipment;  
Good judgment;  
Dependability;  
Initiative;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering technology or a closely related field and two years of building maintenance experience, one of which must have involved crew leader responsibilities; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of building maintenance experience, one of which must have involved crew leader responsibilities.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.

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COMPETITIVE