

## **ASSISTANT BUILDING MAINTENANCE SUPERVISOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervisory work involving the efficient use of people, equipment and materials in the maintenance, repair, custodial care and cleanliness of county buildings, equipment and grounds. The work is performed under the general supervision and direction of a Custodial, Housekeeping or Building Maintenance Supervisor, and in accordance with appropriate federal or state rules and regulations and local procedures. Supervision is exercised over maintenance and custodial personnel with leeway for the use of independent judgment in carrying out job responsibilities.

### TYPICAL WORK ACTIVITIES:

Plans, supervises and participates in the maintenance, repair and cleaning of assigned buildings;

Organizes supplies, workers and equipment for efficient accomplishment of maintenance and cleaning work;

Orders materials, tools and equipment;

Implements operational, maintenance, cleaning and emergency procedures;

Monitors the work of maintenance and cleaning contractors and maintains records on the same;

Develops and implements operational, preventive maintenance, repair and emergency procedures;

Is responsible for cleanliness and safety of work areas and shops;

Keeps written records and submits written reports;

Performs other tasks as required, such as snow removal.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, processes, materials and tools of building mechanical maintenance including HVAC, plumbing and electrical; thorough knowledge of modern building maintenance and repair practices; general knowledge of painting, carpentry, grounds, etc.;

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demonstrated competency in either general building construction or maintenance working in the HVAC, plumbing and electrical trades; ability to understand and implement oral and written directions; mechanical aptitude; dependability; and thoroughness.

MINIMUM QUALIFICATIONS: Six years' experience in either general building construction or maintenance work including experience in the HVAC, plumbing and electrical trades; one year of which must include supervisory experience.

SPECIAL REQUIREMENT(S) FOR APPOINTMENT: *Possession of an appropriate class of New York State motor vehicle operator's license.*

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Last Reviewed: 9/16/97  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised in Classplan: 10/5/2022