

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for planning, scheduling, directing and overseeing the maintenance, cleaning and repair of buildings. Although the position is primarily supervisory in nature, it may require actual participating in building and grounds maintenance activities, on an as needed basis. This class differs from Building Maintenance Mechanic in that the incumbent supervises and trains subordinates in the exercise of building and repair activities. The work is performed under the general supervision of the Director of Buildings and Grounds, with leeway allowed for the exercise of independent decision making in the performance of the work. 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 assigns work to employees on a daily basis, either verbally or by written layout;

Operates a variety of hand and power tools and equipment in the course of maintenance activities;

Supervises and may perform semi-skilled electrical, plumbing and heating repair to buildings and equipment;

May assist the Director of Buildings and Grounds by monitoring contracts for existing and new building heating, ventilating, air-conditioning and cooling (HVAC) systems;

Inspects buildings on a regular basis as required by Local, State and/or Federal regulations to ensure the safety of the facility's users;

Serves as liaison with building service providers, including but not limited to HVAC, electrical, fire alarm systems and other contractors;

Oversees special event set-ups and serves as liaison with outside groups using the facilities;

Orders and maintains parts and supplies necessary for performing building maintenance and repair activities;

Instructs and reviews the work of subordinates to ensure that they are using safe and efficient methods in performing building maintenance activities;

Checks to ensure that buildings are heated, cleaned, locked and unlocked and ready for all activities;

Prepares and maintains a variety of written records and reports, such as activity reports, equipment inventories, purchase orders, heating, cooling and ventilation systems reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, materials, tools and safety procedures used in the cleaning, maintenance and repair of buildings and grounds; good knowledge of the operation and maintenance of heating and air conditioning, ventilating, electrical and plumbing systems; ability to plan and supervise the work of others; ability to prepare and maintain written records and reports; and ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the NY State Board of Regents to grant an Associate's Degree in Engineering Science, Construction Technology or a related field and two (2) years of experience in either general building construction or maintenance work, one (1) year of which shall have been in a supervisory capacity; or

- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience as described in (A) above, one (1) year of which shall have been in a supervisory capacity; or
- (C) Five (5) years of experience as described in (A) above, one (1) year of which shall have been in a supervisory capacity; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Completion of course work from a secondary trade school in plumbing, carpentry, electronics or a related field can be substituted for work experience on a year- for- year basis; however, one (1) year of supervisory experience is required.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.