

BUILDINGS AND GROUNDS MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising and participating in tasks related to maintenance and repair of buildings, equipment, and grounds. Supervision is exercised over grounds maintenance and/or buildings maintenance staff. Work is performed under general supervision with leeway for the use of independent judgment in carrying out job responsibilities.

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.*

Makes assignments to subordinates after receiving work orders from supervisor;

Operates motorized equipment and trains subordinates in equipment use;

Repairs existing and installs new equipment;

Insures compliance with all applicable safety requirements during performance of duties and for the safety of the public;

Plans and checks preventative maintenance program;

Makes frequent inspections of work in progress;

Maintains grounds equipment including preventative maintenance and minor repair;

Assumes responsibility for proper use and maintenance of all tools and equipment assigned to him or persons under his supervision;

May participate in or supervise the installation of heating, ventilation, plumbing, and electrical equipment and fixtures;

Oversees and performs activities such as the mowing and trimming of lawns and athletic fields, planting and care of shrubs and trees;

BUILDINGS AND GROUNDS MAINTENANCE SUPERVISOR

Page 2

Keeps records and submits written reports as may be required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the practices, tools, equipment, and safety precautions used in the maintenance of buildings and grounds; good knowledge of the operation of heating system equipment; Good knowledge of cleaning methods; ability to make a variety of semi-skilled plumbing, electrical, air conditioning, carpentry and mechanical repairs; ability to plan and supervise the work of others; ability to read and interpret drawings and plans; ability to understand and carry out oral and written instructions; ability to keep records and prepare reports; dependability; and thoroughness.

MINIMUM QUALIFICATIONS:

Four (4) years of acceptable experience in performing general building maintenance, repair or construction activities, including HVAC, plumbing and/or electrical maintenance or repair, one year of which shall have been in a supervisory capacity.

Work experience can be substituted with completion of appropriate academic coursework on a year-to-year basis.

Y:\CLASPLAN\buildings and grounds maintenance supervisor.doc
Last Reviewed: December 11, 1984
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on May 27, 2004
Revised in Draft Plan (Sheila) on 8/1/05
Revised and placed in Classplan on 11/17/05
Revised and place in classplan 2/1/2022
Revised and Replaced in Classplan: 12/28/2022