

BUILDING MAINTENANCE SUPERVISOR

1 Full-time position @ 40 hours/week

Starting at \$19.45/HR. with Benefits

Chautauqua County's Department of Public Facilities is currently seeking qualified applicants for the position of Building Maintenance Supervisor in Mayville. A Building Maintenance Supervisor is responsible for ensuring that building and grounds maintenance and repair activities for one or more buildings in an agency are performed. The incumbent is typically responsible for supervision of a unit and may also work alongside lower-level employees in carrying out and overseeing work details. The incumbent also performs manual labor and operates equipment related to the work. The work is performed under the general direction of a superior allowing wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of maintenance personnel. Does related work as required.

This position will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

A description of the duties and minimum qualifications is listed below.

Interested Candidates must complete the Chautauqua County Application for Examination/Employment (available on this Website) and send it to:

**Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757**

Equal Opportunity Employer

BUILDING MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: A Building Maintenance Supervisor is responsible for ensuring that building and grounds maintenance and repair activities for one or more buildings in an agency are performed. The incumbent is typically responsible for supervision of a unit and may also work alongside lower-level employees in carrying out and overseeing work details. The incumbent also performs manual labor and operates equipment related to the work. The work is performed under the general direction of a superior allowing wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises staff and participates in daily preventive maintenance and repair activities, which may include replacing locks, painting, carpeting/floor tile/window/drywall replacement and/or repair;

Directs, assigns and evaluates the work of subordinate personnel and performs on-the-job training of maintenance staff as needed;

Monitors a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;

Creates and maintains basic records and reports relative to the work performed and schedules repairs when necessary;

Discusses maintenance, repair and operational needs with agency administrators;

Performs basic preventive maintenance and/or repairs equipment, including plumbing and heating systems;

Performs minor electrical repairs, including replacement of electrical outlets;

Troubleshoots problems with equipment, including HVAC and electrical systems and when a non-routine issue is found, may contact contractor to perform repairs;

Performs visual inspections of painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors or maintenance employees to ensure work is conducted and completed in a satisfactory manner;

Monitors expenses to ensure budgetary limits as established by the agency are not exceeded;

Tracks inventory and when necessary, orders supplies, fuel and parts for equipment and buildings;

Responsible for mowing grass, hedge trimming, and maintenance of grounds;

Removes snow and ice from sidewalks and parking lots;

Loads and unloads materials and supplies and records goods received and shipped;

Uses a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;

May have contact with the public and agency administrators.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern buildings and grounds maintenance and repair practices and procedures; Good knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work; Good knowledge of the principles and practices of supervision; Ability to plan and schedule work, including determining staff, equipment, and supplies needed; Ability to train and supervise subordinates; Ability to create, organize and maintain accurate records and files; Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair; Ability to visually inspect the work of building tradespersons and contractors; Ability to monitor budgets to ensure expenditures are within authorized budgetary limits; Ability to understand and follow written and verbal instructions; Mechanical aptitude; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four years of experience in general building maintenance* or building trades work*, one year of which must have been in a supervisory capacity.

*qualifying experience includes work experience as a carpenter, electrician, mason, plumber and/or heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

ADDITIONAL REQUIREMENTS:

When assigned to the Chautauqua County Department of Public Facilities (Buildings and Grounds): Possession, at time of appointment and during service in this class, of a valid New York State Class D operator's license.