



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Building Maintenance Supervisor**
Jurisdictional Class: Competitive
Civil Division: Cayuga County
Adoption: CSM 7/06/83
Revised: CSM 8/9/89; 2/14/07; 10/10/07; 1/14/15; 7/11/18

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory maintenance position involving responsibility for planning and overseeing maintenance and repair of buildings, grounds, and equipment. An employee in this class both supervises and participates in the work that is of a general mechanical nature and may include carpentry, plumbing, heating, cooling, refrigeration, electrical repairs, masonry, painting, and other maintenance work. The work is performed under general supervision of an administrator or department head allowing for the exercise of independent judgment in scheduling work and assigning subordinates. Direct supervision is exercised over the work of subordinate maintenance personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and schedules a program of preventive maintenance and repairs for buildings and equipment;
Assigns subordinate personnel to various maintenance and repair tasks and determines priority of work;
Supervises and participates in the maintenance and repair of air conditioning, heating, plumbing, and other related electrical and mechanical equipment;
Conducts periodic inspections of the condition of buildings and equipment to ascertain maintenance needs;
Supervises and/or takes part in the repair and maintenance of buildings including painting, roofing, carpentry, and masonry;
Estimates cost of maintenance and repair projects;
Monitors and tries to reduce utility consumption in the buildings they maintain;
Requisitions equipment and supplies according to a prescribed manner;
Maintains appropriate records on maintenance operations;
May assist in the preparation process of fire and disaster preparation drills;
May assist with the training of new employees in maintenance and fire safety practices;
Oversees grounds maintenance activities including snow removal and ice control;
Services and maintains sewage pumping station;
Ensures compliance with building, fire, and regulatory agencies codes;
May assist in the writing, updating, and conducting fire and disaster preparation drills and completion of follow-up reports;
Participates and assists in the coordination of in-service programs for all county policies and procedures pertaining to Buildings and Grounds;
Ensures all county policies and procedures pertaining to Buildings and Grounds are followed and adhered to;
May serve on various safety and planning committees as assigned by Supervisor.
Responds to calls and automated alarms to ensure the safety and security of county buildings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, tools, terminology, and safety precautions associated with the maintenance and repair of buildings, grounds, and related equipment;
Good knowledge of the repair and maintenance of building heating and cooling systems;
Working knowledge of the repair and maintenance of refrigeration systems;
Working knowledge of the repair of building electrical systems;
Ability to plan, assign, and supervise the work of others engaged in building maintenance and repair;
Ability to be on call after normal working hours;
Ability to understand and carry out oral and written instructions;
Ability to read and interpret blueprints and construction drawings;
Ability to get along well with others;
Mechanical aptitude;
Manual dexterity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or in possession of a high school equivalency, **AND**

- (A) Graduation from a regionally accredited or NYS registered 2-year college with an Associate's Degree in engineering or construction technology, building maintenance, heating, refrigeration, electrical technology, or related field, **PLUS** 4 years of experience in building maintenance activities which shall have included repair and maintenance of heating and air conditioning systems; **OR**
- (B) 6 years of experience as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.