



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	HEAD BUILDING MAINTENANCE PERSON
Jurisdictional Class:	Non-Competitive
Civil Division:	County Schools
Adoption:	CSM 11/1/75
Revised:	CSM 5/13/86, 12/14/94, 1/10/96, 3/13/96, 8/14/02, 9/8/10

DISTINGUISHING FEATURES OF THE CLASS:

Has responsible charge of the repair and maintenance of all equipment and buildings in a large school district; does related work as required. This is an important supervisory and maintenance position involving responsibility for planning and overseeing the efficient operation and upkeep of school district buildings and mechanical and electrical equipment. The work is performed under general supervision from the Superintendent of Buildings and Grounds, District Principal, Superintendent, or other official, permitting considerable leeway in planning a preventive maintenance program and in establishing operating standards for keeping buildings and equipment up to approved standards. Supervision may be exercised over the work of all custodial and maintenance employees at the discretion of the administrators of the school.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and schedules a program of preventive maintenance and repairs;
Assigns subordinate personnel to various maintenance and repair tasks and determines priority of work;
Supervises and participates in the maintenance and repair of heating and cooling equipment and other related electrical and mechanical equipment;
May be responsible for snow removal and ice control;
May construct or supervise the construction of partitions, bleachers, stages, and ramps;
Conducts periodic inspections of the buildings and grounds to ascertain maintenance needs;
Supervises and takes part in the repair and maintenance of buildings including painting, plumbing, roofing, carpentry, glass, and metal work;
Estimates cost of maintenance and repair projects;
May operate various power equipment including saws, planers, routers, sanders, and gas and electric welders;
Requisitions equipment and supplies according to a prescribed manner;
Performs minor maintenance to electrical and gasoline driven equipment;
Reports difficult or costly problems to superiors for proposed methods of solution;
Repairs pumps, motors, and replaces seals on various cooling, refrigeration, and heating systems;
Repairs and replaces broken or ruptured steam and water lines;
May be required to maintain swimming pool;
Maintains appropriate records on maintenance operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools, and equipment used in the maintenance and repair of buildings and related equipment;
Good knowledge of standard practices, procedures, and methods of construction in the various building trades;
Ability to plan and supervise the work of others engaged in maintenance and repair work;
Ability to read and interpret blueprints and mechanical drawings;
Ability to understand oral and written directions;
Mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in construction or engineering technology and two years of building repair and maintenance experience; OR
- (B) Four years of building repair and maintenance experience; OR
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

NOTE: If maintaining a swimming pool, the special requirements below are applicable.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

The following is applicable only in the Weedsport Central School District since there is a swimming pool larger than 3,000 square feet. The following special requirement applies to the position designated as qualified Swimming Pool Water Treatment Operator.

Section 6-1.21(b) of the State Sanitary code specifies "All pools larger than 3,000 square feet in surface area, or pools disinfected using gas chlorine, shall be maintained by a qualified Swimming Pool Water Treatment Operator within 1 year of the effective date of this Section."

Qualified Swimming Pool Treatment Operator is defined in Section 6-1.2(o) as an "individual possessing evidence of the successful completion of either of the following courses:

- (a) A New York State Department of Health Water Treatment Plant Operator Certification course Type A or B; or
- (b) An adequate course of instruction regarding the safe and effective operation and maintenance of pool treatment equipment."

The following standard courses of instruction have been reviewed and determined acceptable to the Department for training on the safe and effective operation and maintenance of swimming pool water treatment equipment:

1. National Swimming Pool Foundation (NSPF) Certified Pool/Spa Operation (C.P.O.) Course.
2. YMCA Pool Operator on Location (P.O.O.L.) Course.
3. American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD)
-Aquatic council's Pool chemistry and Maintenance Course.

Local health units may submit course curriculum, text, and certification information of other comparable courses to the Bureau of community sanitation and food protection for review and approval.