

## **ASSISTANT MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible maintenance work which involves overseeing and participating in the general repair and maintenance of a large number of buildings and appurtenances. The work includes maintenance of such systems as heating, air conditioning, keying/locking systems, laundry machines, kitchen equipment as well as responsibility for the construction and/or renovation of offices and associated facility-related projects, depending on location (e.g., County or local municipalities). The work is performed under the direction of a maintenance supervisor or an administrator, and supervision is provided to other maintenance staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Repairs and/or performs preventive maintenance on equipment in areas such as electrical, plumbing, heating, air conditioning, laundry machines, kitchen equipment, electromedical and keying/locking systems, depending on location, (e.g., County or local municipalities);  
Schedules and supervises maintenance employees;  
Oversees and participates in various facility-related projects such as construction of offices, general carpentry, masonry repair, painting, moving office equipment, etc., depending on location (e.g., County or local municipalities);  
Assists in the planning and oversight of daily work schedules and assignments of mechanics;  
Orders supplies needed for repairs;  
Meets with salesmen, vendors and service representatives regarding equipment and service needs, problem resolution, etc. regarding elevators, patient lifts, air conditioning, plumbing systems, sewers, etc., depending on location (e.g., County or local municipalities);  
Acts as liaison with Purchasing department regarding purchase of maintenance supplies and equipment;  
Inspects the work of maintenance staff and/or outside contractors;  
May perform testing and diagnoses of security systems, fire, PA, energy management systems (EMS) and clocks, depending on location (e.g., County or local municipalities);  
May prepare basic reports;  
May act in place of the Maintenance Supervisor, when required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of materials, practices, tools, terminology and equipment required for the maintenance of buildings, building facilities and equipment; ability to plan and oversee the work of maintenance mechanics; ability to make repairs and conduct preventive maintenance for a large-scale building and maintenance operation; ability to prepare routine work orders; ability to use computer/software programs such as work order system, EMS, Excel and other system controls\*; ability to work from and assign work based upon plans and specifications; ability to prepare accurate maintenance-related records.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and six (6) years of experience in one of the building construction trades or in building operation or maintenance, at least two (2) years of which must have involved providing work direction to other staff performing building operation and/or maintenance duties.

**PROMOTION:** Two (2) years of permanent status as a Maintenance Mechanic II.

\*To be demonstrated during probationary term.

R.C.D.P. (10.20.2009) 11.15.2015 - Job specification may be subject to further revision  
Competitive

(Non-competitive in the County of Rockland in the Department of General Services)

06.18.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.