

## **MAINTENANCE SUPERVISOR (BUILDINGS AND GROUNDS) (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work which involves the scheduling, direction and training of work crews in the maintenance of school buildings and grounds. Some personal participation in crew activities may be required. The supervisory work also includes recommending the hiring, promotion and discipline of subordinates. All work is accomplished in accordance with prescribed policies of the school district under the general supervision of the Director of Facilities III (Schools) or other higher-level administrator, with considerable leeway for the exercise of independent judgment in completing assigned work projects. Direct supervision is exercised over a number of custodial, maintenance and grounds staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Schedules, supervises and coordinates the work of the maintenance, custodial and groundskeeping staff and/or the district's transportation driver and courier;  
Oversees daily work performance by visiting each building site, investigating complaints, monitoring any operational problems and offering solutions;  
Ensures the timely completion of preventive maintenance orders and work requests including preparation for special athletic events and school activities;  
Oversees training and coordinates and schedules mandated department workshops such as Right-to-Know, Bloodborne Pathogens, Asbestos Awareness, etc.;  
Assists in the preparation of the annual budget for facility personnel and supplies;  
Provides custodial coverage for sport practice and games and extracurricular activities during weekends, holidays and after school hours;  
Maintains a computer database inventory of all custodial/maintenance equipment and supplies;  
Accompanies inspectors making mandated inspections (e.g., fire, insurance, OSHA, etc.) and follows up as needed;  
May prepare annual evaluations of custodial, maintenance and grounds employees.

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

Good knowledge of the principles of supervision, particularly as applied to a diversified maintenance program; good knowledge of the practices, tools and terminology of the building maintenance trades; good knowledge of the principles and practices of safety as related to buildings and grounds work; ability to schedule, direct, train and motivate a group of subordinates; ability to understand and carry out moderately difficult oral and written instructions; ability to get along well with others; ability to maintain records and prepare reports.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and seven (7) years of paid work experience in building maintenance and/or construction involving one or more trade skills which included or was supplemented by one (1) year of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreation areas. (Time spent as a laborer or trade helper will not be considered qualifying).

### **NOTES:**

1. Possession of a college degree in a field applicable to the physical maintenance or construction of buildings or grounds may be substituted for up to five (5) years of the required paid work experience on a year-for-year basis.
2. Additional years of the required experience may be substituted for high school education on a year-for-year basis.

R.C.D.P. (01.23.2026) 01.30.2026  
Competitive

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