

## **MAINTENANCE SUPERVISOR (ELECTRICAL & HEATING)**

**GENERAL STATEMENT OF DUTIES:** Supervises the electrical and heating maintenance operations of a large number of buildings; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily supervisory work of a moderately complex nature involving responsibility for the maintenance and operation of electrical and heating systems within a large building complex. The work is performed under the general direction of a Superintendent of Buildings and Grounds and/or administrator. Supervision is exercised over a small number of craft foremen and mechanics.

### **TYPICAL WORK ACTIVITIES:**

Schedules, supervises and coordinates the work of the maintenance staff assigned in the areas of electric and heating work, working closely with the craft foremen or senior mechanics;

Prepares detailed specifications for contracted maintenance and improvement projects, involving electrical and heating systems work including invitations for bids, verification of sub-contractor's work to specifications and advice as to satisfactory completion of tasks before payments are made;

Supervises the maintenance or maintains all record keeping on materials, equipment and personnel; Organizes and directs a preventive maintenance program in the areas of heating, ventilating and electrical systems;

Assists in the preparation and implementation of the annual budget for maintenance personnel, materials and equipment;

Directs on-the-job training for maintenance personnel;

Assists in resolving first step grievances with the foreman of the craft;

May administer a safety program for department.

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

Good knowledge of the principles of supervision, particularly as would be applied to a maintenance program; good knowledge of the practice, tools and terminology of the heating and electrical trades; good knowledge of principles and practices used in the preparation of specifications; good knowledge of the principles and practices of safety as related to buildings; ability to read building plans; ability to write clear and accurate records and reports.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma and three (3) years of responsible supervisory experience, at a foreman level or above, in large scale building maintenance, which included responsibility for heating and electrical systems; or
2. Ten (10) years of progressively responsible building construction and maintenance experience in the areas of heating and electricity, some of which must have involved supervision of trade workers.

**NOTE:** Possession of a college degree in a field applicable to the physical maintenance of buildings may be substituted for two (2) years of the required experience in one (1) or five (5) years of the required experience in (2).

R.C.D.P. (02.06.1973) 08.06.2015 - Job specification may be subject to further revision  
Competitive

07.26.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.