

MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a moderately complex nature involving a responsibility for the maintenance of a large number of buildings, including appurtenances, and may include responsibility for grounds maintenance. The work is performed under the general direction of a higher-level maintenance supervisor or an administrator. Supervision is exercised over a number of mechanics, assistants and helpers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules, supervises and coordinates the work of the maintenance staff, working closely with the mechanics;

Develops specifications for contracted maintenance and improvement projects, including invitations for bids, verification of sub-contractors work to specifications and advise as to satisfactory completion of tasks before payments are made;

Acts as general assistant to supervisor in charge of a maintenance and operations program and oversees maintenance functions in absence of same;

Responsible for all record keeping on materials, equipment and personnel;

Organizes and directs a preventive maintenance program in the areas of heating, ventilating, plumbing, hardware, carpentry and painting;

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

Directs and participates in on-the-job training for maintenance personnel to provide employee development and growth;

Resolves first step grievances;

Administers the safety program for department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles of supervision, particularly as applied to a diversified and decentralized 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; working knowledge of the practices used in the preparation of specifications; ability to read building plans; ability to write clear and accurate records and reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and seven (7) years of building maintenance and/or construction experience involving one or more trade skills. (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 of buildings may be substituted for up to five (5) years of the required 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.
3. In the County of Rockland Facilities Management Division of the Department of General Services, possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.

(over)

SPECIAL REQUIREMENT: At the time of appointment and periodically throughout the course of employment the appointing authority shall verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven.

R.C.D.P. (11.15.2015) 10.19.2020
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.