

**DEPARTMENT:** DPW - BUILDINGS & GROUNDS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 18, 2017

**MAINTENANCE SUPERVISOR/BUILDINGS & GROUNDS**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing the operation, maintenance, and repair of buildings, grounds, and facilities. The incumbent also performs skilled journeyman work. The work is performed according to established policies and procedures and in accordance with applicable state, local and federal laws, rules and regulations which apply to county facility operations and maintenance. General direction is received from the Deputy Commissioner of Public Works/Buildings & Grounds regarding what tasks are to be performed, permitting considerable leeway for the exercise of independent judgment in carrying out the technical details of each assignment. Immediate supervision is exercised over assigned personnel. Performs related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Exercises administrative direction and supervision over the operations, personnel, and private contractors involved in the buildings and grounds division;
2. Plans, schedules, assigns, and documents the work activities of assigned employees;
3. Directs, assigns, trains and evaluates the work of subordinate personnel;
4. Plans and schedules required preventive maintenance services;
5. Ensures that preventive maintenance is performed and meets regularly with subordinates to discuss repairs on equipment, including plumbing and electrical systems;
6. Discusses capital projects, maintenance, repair and operational needs with the Deputy Commissioner;
7. Works with construction managers, architects, engineers, and private contractors to develop, implement and complete capital improvement projects and other long-term plans;
8. Implements safety protocols and procedures, monitors compliance, and ensures that assigned workers adopt safe work habits;
9. Inspects required building repairs, maintenance or improvements and prepares costs estimates;
10. Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, repair, or maintenance employees to ensure work is in compliance with specifications, as well as, applicable codes and regulations;
11. Participates in departmental budget preparation;
12. Maintains inventory of all equipment, tools and supplies assigned to the building maintenance section;
13. Orders and accounts for parts and supplies;
14. Performs general repair and maintenance work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of large-scale buildings operation, maintenance, and construction practices, principles, tools, and terminology; thorough knowledge of applicable codes, laws, rules and regulations governing municipal buildings and grounds administration; thorough knowledge of safety regulations, procedures and security in the workplace and public buildings; thorough knowledge of the principles and practices of administrative supervision; good knowledge of budgeting principles, practices and procedures; working knowledge of buildings and grounds maintenance and repair practices and procedures; working knowledge of safety precautions and practices associated with buildings and grounds maintenance and repair work; working knowledge of the practices and techniques of one or more of the skilled trades; ability to plan, direct and supervise a program of buildings and grounds maintenance; ability to organize, prepare and maintain accurate records and files; ability to inspect the work of building tradespersons and contractors to ensure compliance with contract specifications, as well as, applicable codes and regulations; ability to understand, interpret, and follow instructions, plans, diagrams, specifications and blueprints; ability to understand and follow written and verbal instructions; ability to establish, interpret and carry out oral and written policy; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to communicate effectively both orally and in writing; organizational, technical and administrative aptitude; good motor, hand, and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

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## MAINTENANCE SUPERVISOR/BUILDINGS & GROUNDS CONTINUED

### MINIMUM QUALIFICATIONS:

**SUGGESTED PROMOTIONAL QUALIFICATIONS:** Four (4) years of permanent competitive status as a General Repairperson II in the Niagara County Department of Public Works immediately preceding the date of examination.

**OPEN COMPETITIVE QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and three (3) years of paid experience in large-scale facilities maintenance, general building construction, building maintenance or repair work in two (2) or more of the skilled trades\*, which included three (3) years of supervisory experience; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and five (5) years of paid experience in large-scale facilities maintenance, general building construction, building maintenance or repair work in two (2) or more of the skilled trades\*, which included three (3) years of supervisory experience; **OR**
3. Seven (7) years of paid experience in large-scale facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades\*, which included or was supplemented by three (3) years of supervisory experience.

\*\* Skilled trades include journey level experience as a carpenter, electrician, mason, plumber, and/or heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the position.

**NOTE:** Verifiable part-time experience may be prorated toward meeting full-time experience requirements.