

DEPARTMENT: ALL
CLASSIFICATION: NON-COMPETITIVE
APPROVED: JUNE 20, 2014

HEAD MAINTENANCE PERSON

DISTINGUISHING FEATURES OF THE CLASS: This is an important maintenance position involving responsibility for the efficient operation, maintenance, and repair of campus buildings and facilities, plumbing, heating, mechanical and electrical equipment, and the surrounding grounds including supporting structures, pavements and snow removal. General direction is given by an administrator with considerable leeway allowed for the exercise of independent judgment in maintaining facilities, equipment and grounds up to approved standards. Immediate supervision is exercised over maintenance and cleaning staff. When assigned in Niagara County, the incumbent exercises direct supervision over assigned staff and is responsible for training, evaluating performance, and for addressing disciplinary issues and grievances. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assigns maintenance mechanics, building tradesmen, laborers, cleaners, laundry staff, and those involved in grounds maintenance various tasks;
2. Oversees and participates in facility and equipment repair and maintenance which may include but not be limited to: plumbing and heating facilities in a large school system or law enforcement facility including washrooms and related piping, traps, storm drains, gas lines, steam piping, boilers, return vacuum pumps, and various types of control apparatus, Direct Digital Control (DDC) equipment, roofs, electrical, pavements, masonry, grounds, sports fields, and utility systems;
3. Oversees and participates in the repair and maintenance of all electrical equipment in the system, including ventilators, motors, and controllers, stage and room lighting, electrical oil burning equipment and controls, power machinery in various campus shops, all portable electric machinery, miscellaneous pumps, security and fire alarms;
4. Oversees and participates in the repair and maintenance of buildings, including glazing, sheet metal work, slate, tar, or gravel roofs, floors, walls, etc.;
5. Oversees and participates in the maintenance of grounds, sports fields and paved areas;
6. Maintains maintenance reports and prepares reports;
7. When assigned in Niagara County, directly supervises assigned staff, trains personnel, evaluates performance, and addresses disciplinary issues and grievances.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern large-scale buildings and grounds operation and maintenance practices; thorough knowledge of the operation, maintenance and safety precautions of plumbing, electrical, roofing, heating, ventilation, and steam boiler equipment; thorough knowledge of the tools, terminology, and practices of the mechanical or construction trades; good knowledge of the special equipment used in large-scale facilities; ability to prepare and work from plans and specifications; ability to understand and carry out complex oral and written directions; ability to maintain records and prepare reports; ability to plan and supervise the work or others; ability to get along well with employees and the public; ability to safely lift heavy objects; dependability; good judgment; willingness to perform manual tasks; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

Five (5) years of full-time paid satisfactory journeymen level experience in one of the standard trades, such as carpentry, plumbing, electrical or HVAC, one (1) year of which must have been in a supervisory or related capacity.

SPECIAL REQUIREMENT FOR EMPLOYMENT AT NIAGARA COUNTY SHERIFF'S OFFICE:

1. Possession of applicable New York State Driver's License at time of appointment & throughout employment.
2. Applicants are required to undergo a local, state, and/or national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.