

MAINTENANCE SUPERVISOR/HOUSEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the routine maintenance, household management activities and repair of the Nursing Home, and performs work of a more skilled nature. This title is of supervisory nature and higher level of skill is required in the standard building trades. Supervision is exercised over the work of maintenance, cleaning and laundry personnel by assigning and reviewing their work. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises linen room and storeroom;

Assigns employees to various cleaning, laundry and maintenance tasks and establishes work schedules;

Supervises and performs skilled repairs to masonry, plumbing, heating, electrical and air conditioning equipment;

Makes periodic inspections of the buildings to ascertain repair needs;

Estimates orders, requisitions supplies, and maintains inventory of materials needed for routine and specific building maintenance and repair projects;

Performs general landscaping duties including pruning and planting of trees and shrubbery;

Plans for and leads in the building of new structures and renovation of existing buildings;

Keeps records and prepares reports on custodial, laundry and maintenance activities.

Requisitions linens and janitorial supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building maintenance and repair practices, tools and equipment; ability to supervise the work of others engaged in housekeeping, building maintenance and repair; ability to estimate the quantity of materials needed for maintenance and repair jobs; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

PROMOTION: Open to employees of Horace Nye with Satisfactory completion of two years permanent status as a Maintenance Mechanic or satisfactory completion of four years service as a Maintenance Person.

OPEN COMPETITIVE: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in construction technology or a related field and four years of experience in building maintenance and repair, institutional housekeeping, heavy construction or one or more of the standard building trades, such as carpentry, plumbing, electrical, etc., two years of which was in a supervisory capacity; or

- (b) Graduation from high school or possession of an equivalency diploma and six years of experience in building maintenance and repair, heavy construction or one or more of the standard building trades as defined in (a), two years of which was in a supervisory capacity; or
- (c) Nine years of experience in building maintenance and repair, institutional housekeeping, heavy construction or one or more of the standard building trades as defined in (a), two years of which was in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Revised:
8/1/02