

MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the routine maintenance and repair of the county building and performs work of a more skilled nature. This title is distinguished from Maintenance Mechanic by virtue of its supervisory duties and higher level of skill required in the standard building trades. The work is performed under the general supervision of the Public Works Building & Grounds Supervisor and the Superintendent of Department of Public Works. Supervision is exercised over the work of Maintenance Mechanics, Maintenance Persons, Building Maintenance Helpers and Watchpersons.

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns employees to various cleaning 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 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 and maintenance activities.

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 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.

PROMOTION QUALIFICATIONS:

Five (5) years permanent status as a Maintenance Mechanic with Essex County.

MINIMUM QUALIFICATIONS: Either:

- (a) Seven years of experience in building maintenance and repair, heavy construction or one or more of the standard building trades, such as carpentry, plumbing, electrical, etc., one year of which was in a supervisory capacity; or
- (b) Graduation from high school or possession of an equivalency diploma and four years of experience in building maintenance and repair, heavy construction or one or more of the standard building trades as defined in (a), one of which was in a supervisory capacity; or
- (c) 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 two years of experience as defined in (a), one 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).

Amended: 9/24/92
Revised: 7/10/2020