

## ASSISTANT SUPERINTENDENT OF MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Maintenance and/or the Superintendent of Buildings, an incumbent in this class functions in a supervisory role to assure maximum efficiency and safety in designated areas. Thorough knowledge of all aspects of building including instrumentation, heating and ventilation, electricity, plumbing, carpentry, masonry and painting and operation and maintenance is essential as the incumbent has responsibility for the coordination and delivery of these services in assigned buildings and physical plant components. All incumbents in this class are required to provide weekend, evening and holiday coverage as scheduled. Supervision is exercised over a large number of skilled, semi-skilled and unskilled maintenance employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Schedules monthly and annual system operation and maintenance, collects and computerizes data to aid in evaluation of operations and for maximum productivity;

Supervises and coordinates the work activities of service contractors and maintenance employees in various shops, trades or services in a manner consistent with established goals and objectives;

Participates in the preparation of plans and cost estimates for plant renovations or system upgrading to meet division or code requirements;

Schedules personnel and equipment and maintenance to allocate resources effectively and efficiently;

Sets up new procedures and manuals for new equipment and system programs for computer operated HVAC and refrigeration systems to attain a comfortable environment;

Supervises and performs the installation, maintenance and repair of instrumentation equipment used to monitor and control facility operations;

Supervises and adjusts, calibrates and maintains automatic, electronic, pneumatic and mechanical control instruments to assure operation at specified rates;

Reviews maintenance problems, recommends solutions and implements approved procedures to insure the efficient operation of buildings, facilities and equipment;

Participates in planning for required supply and equipment needs;

Requisitions required materials, supplies and equipment ensuring adequate stock on hand to complete work projects;

Participates in the preparation of the annual budgets, capital and non-recurring, by making cost estimates for materials, equipment and projected needs;

Ensures the smooth and efficient operation of the area of assignment and acts for the Superintendent and Deputy in their absence;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Prepares regular summaries of completed, ongoing and projected work projects, identifying problem areas, suggested solutions and estimated dates of completion;

Participates in the training and evaluation of assigned staff consistent with departmental guidelines;

Implements approved safety standards and applicable building regulations in performing work projects.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of building maintenance, operations, and repair problems; good knowledge of the technical and building trades necessary to the various operational, maintenance and repair activities; familiarity with the maintenance of various types of building service equipment and facilities; ability to make cost estimates for maintenance, repair and remodeling projects; ability to lay out and supervise the work of maintenance personnel; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school or equivalency diploma and seven years of experience in maintaining facilities, repair and/or operation including two years of related supervisory experience; or (b) a Bachelor's Degree\* in Engineering or Facilities Management and three years of experience as specified in (a) including one year of related supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

NOTE: There is no educational substitution for one year of the supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.