

HOSPITAL MAINTENANCE COORDINATOR - PUBLIC WORKS

GENERAL STATEMENT OF DUTIES: Supervises and coordinates the planning and scheduling of all maintenance work programs for Hospital buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent, the incumbent in this position is responsible for coordinating and supervising the maintenance as it affects the Hospital Complex at Grasslands; and assists contractors with respect to Hospital construction. Incumbents in this class will be required to provide weekend, evening and holiday coverage as scheduled. Supervision is exercised over a number of maintenance personnel.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and supervises the planning and scheduling of all maintenance work programs at the Hospital;

Supervises the work of contractors in connection with the maintenance and improvement of the physical plant;

Assists private contractors with respect to Hospital construction;

Investigates, records and makes recommendations on complaints concerning Hospital maintenance;

Prepares rough plans and specifications for minor building alterations and supervises their execution;

Prepares work schedules;

Assigns work orders and gives instructions;

Assists in preparing the Hospital maintenance budget;

Assists in determining budget needs for Hospital maintenance staff and equipment;

Requisitions supplies and equipment;

Supervises and assists in the preparation of reports;

Confers with Hospital administrative staff with respect to maintenance and repair problems;

Inspects the facility periodically to insure its proper upkeep.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of maintenance and operation and repair of various types of building facilities and service equipment; good knowledge of the mechanical and building trades necessary in the various operational, maintenance and repair activities; ability to plan and supervise the work of others in such areas as carpentry, electrical, plumbing and H.V.A.C. work; ability to maintain an effective working relationship; ability to supervise the work of others; ability to speak and write effectively; tact; good judgment; integrity; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* in construction management, electrical technology or mechanical technology and either (a) two years of experience in the operation and maintenance of buildings, one year of which involved the supervision over the operator of mechanical equipment; or (b) graduation from a recognized college with an Associate degree* in engineering technology and 5 years of experience in the areas indicated in (a) including the one year of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and 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.