

SUPERINTENDENT OF MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class plans and supervises the maintenance of a group of institutional, office and service buildings, including capital and non-recurring projects. The work involves servicing and repair of the central heating plant, all mechanical, electrical, plumbing and similar services in connection with said buildings. Supervision is exercised over a substantial number of maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, schedules and gives general supervision to maintenance and repair projects necessary to institutional, office and service buildings, equipment and related service facilities involving all phases of the building and mechanical trades;

Prepares, recommends and implements plans for meeting special problems in the maintenance of buildings, equipment and service facilities;

Determines budget needs and prepares annual budget for unit;

Oversees and coordinates with contractors and suppliers to ensure compliance with contracts, specifications and work orders;

Supervises preparation of records, reports and payrolls;

Works closely with other department representatives to assure maximum service efficiency;

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

Plans the work of the maintenance staff to meet maintenance and repair needs;

Prepares work schedules, assigns work orders and gives instructions;

Requisitions, supplies and equipment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of building maintenance, operations and repair problems; good knowledge of the mechanical and building trades necessary to the various operational, maintenance and repair activities; good knowledge of administrative techniques and practices; knowledge of the maintenance of various types of building service equipment and facilities; ability to organize and give general direction to a large volume of building maintenance activities; ability to make rough drawings or sketches and to plan minor alterations; ability to prioritize work projects taking available manpower and resources into

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Con't)

consideration; ability to supervise others; ability to delegate responsibility and exercise administrative control; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school, trade school or equivalency diploma and either: (a) seven years experience where the primary function of the position was in building maintenance and repair work, or in the operation, maintenance and repair of one or more building service facilities including a high, medium or low pressure central heating plant and two years of supervisory experience; or (b) an Associates Degree* in Engineering Technology and five years experience as stated in (a) including the two years of supervisory experience; or (c) a Bachelors Degree* in Engineering and three years experience as stated in (a) including the two years of supervisory experience; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.