

Jurisdictional Class: Competitive  
Adopted: October 3, 1973  
Revised: April 26, 2010

**BUILDING MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for planning, organizing, directing, and implementing a variety of skilled building maintenance, repair, renovation, and construction tasks and the overseeing of the operation and cleaning of a number of buildings and equipment. The work involves the inspection of worksites and various buildings on a routine basis. The work is performed under general direction with wide leeway permitted for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over a number of subordinates, which may include various maintenance workers who perform ordinary building cleaning and maintenance and repair work of both a semi-skilled and skilled nature. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assigns employees to various cleaning, maintenance, repair, renovation, improvement, and construction tasks and establishes schedules of work;
- Supervises and performs minor repairs to plumbing, heating and electrical equipment, furniture and walls, floors, doors and windows, roofs, screens, sprinklers, hardware and fixtures, and varied mechanical equipment and machinery;
- Oversees, supervises, and participates in various miscellaneous skilled maintenance work in the areas of masonry, carpentry, electrical, plumbing, heating and cooling systems, roofing, sheet rocking, taping, painting, staining, etc.;
- Oversees and participates in the building and installing of shelving, storage cabinets, doors, paneling, flooring, windows, and new hardware;
- Oversees the operation and cleaning of a number of buildings and equipment;
- Inspects and supervises the firing and maintenance of boilers and related heating system equipment;
- Makes inspections of property to ascertain repair needs and may prepare or review cost estimates;
- Orders and accounts for parts and supplies for contracting, custodial, and maintenance activities;
- Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by maintenance employees or private contractors;
- Inspects the cleaning and maintenance of various buildings on a routine basis;
- May be responsible for checking and maintaining fire extinguishers and fire alarm systems to ensure proper operation in emergencies;
- May be responsible for the maintenance and repair of the security and locking systems and door hardware;
- Operates trucks, automobiles, and other motorized or mechanical equipment;
- Estimates materials required for repairs, renovations, construction, improvements, and maintenance;
- Prepares tentative budget estimates for repairs, renovations, construction, improvements, custodial, and maintenance activities;
- Prepares specifications and RFP's for equipment and repair projects contracted out;
- Keeps records and prepares reports on custodial and maintenance activities.

## Building Maintenance Supervisor

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern building maintenance, repair, and construction practices;  
Good knowledge of the principles and practices of planning and supervising the work of others;  
Good knowledge of building cleaning practices and procedures, supplies, and equipment;  
Good knowledge of operating low pressure boilers and auxiliary heating system equipment;  
Some knowledge of air conditioning;  
Skill as a general mechanic;  
Ability to understand and follow oral and written instructions;  
Ability to read and interpret plans and drawings;  
Mechanical aptitude;  
Good hand-eye coordination.

**MINIMUM QUALIFICATIONS:** Four (4) years of satisfactory experience and/or training in either general building construction or building trades work in one or more of the standard trades such as carpentry, plumbing, or electrical; one (1) year of which shall have been in a responsible supervisory capacity.

**SPECIAL REQUIREMENT:** If operation of a motor vehicle is required for this position, the candidate must be eligible for the appropriate level New York State driver's license at time of application. Possession of the license at the time of appointment.