

General Maintenance Supervisor (Promotional) Tompkins County

Department: Facilities
Classification: Competitive
Labor Grade: 13
Approved: 0
Revised: 05/01; 08/14
By: AF, Commissioner of Personnel

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

This departmental promotion examination is limited to current employees of the Tompkins County Public Works department who currently hold, and have continuously held, at least 24 months of permanent non-competitive class status in the title of Carpenter, Facilities Shopkeeper, or Maintenance Mechanic. This promotion list will be used ONLY for the Tompkins County Public Works department.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid New York State drivers' license with a clear driving record.
2. Within eighteen months of provisional appointment candidate will successfully complete maintenance training modules.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class has responsibility to supervise the work of Maintenance Workers, vendors, and contractors engaged in the routine general maintenance of County buildings and grounds, and to respond to emergency situations affecting County buildings and grounds. The work is performed under the general supervision of the Assistant Buildings and Grounds Manager or the Buildings and Grounds Manager (for specific assignments). Direct supervision is exercised over maintenance workers, and other subordinate maintenance staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in buildings and grounds routine general maintenance activities (i.e., painting; carpentry; wall and ceiling repairs; door and window maintenance; exterior walls and roof maintenance; minor electrical, plumbing, and HVAC repairs; mowing lawns; moving furniture; etc.), snow and ice removal operations, and minor renovation projects;
Assists the Assistant Buildings and Grounds Manager with planning and scheduling general maintenance, repair, and minor renovation projects for buildings;
Compiles and details all required routine maintenance and repair tasks, and distributes workload to maintenance workers based on priorities established by others;
Instructs maintenance workers in the activities and tasks to be performed and answers their questions concerning work procedures;
Provides and explains work orders or documentation and any accompanying plans or instructions;
Observes work in progress and that which is completed to insure adherence to instructions, guidelines and schedules;
Acts as the on-scene commander during emergencies until relieved by higher management;
Conducts regular inspections of buildings and grounds to verify that routine maintenance tasks and work orders are being accomplished by maintenance workers in a timely and professional manner;
Assists in conducting periodic inspection of the condition of buildings and equipment to ascertain maintenance needs and makes recommendations for improvement;
Assists the Assistant Buildings and Grounds Manager with preparing work schedules and estimates of cost, material, equipment, and resources for general maintenance, repair, and minor renovation projects;
Assists the Assistant Buildings and Grounds Manager with coordinating and inspecting work performed by private contractors

employed by the County;

Requisition small equipment, supplies and materials in accordance with prescribed procedures and maintains inventory records of maintenance supplies and equipment;

Assists in developing specifications for purchase of vehicles, and equipment;

Responsible for keeping records of maintenance stores and replenishing them in a timely manner;

Monitors maintenance staff compliance with safety regulations (i.e., monthly fire extinguisher inspections, safety toed shoes, hard hats, confined space, lock-out tag-out, MSDS, asbestos procedures, etc.);

Uses computer to maintain records of maintenance and repair projects including labor, material, and equipment costs and quantities;

Communicates with county employees concerning maintenance activities to be performed;

Compiles maintenance worker work schedules and ensures adequate coverage;

Responds to emergencies at all County facilities;

Manages utilization, repair, inspection of pick-up trucks, plows, dump trucks, tractors, and other vehicles;

Provides information on routine maintenance work to be performed;

Assists in the preparation of an annual budget for routine maintenance activities and tracks expenditures;

Disciplinary control and performance evaluation of subordinate maintenance staff;

Participates in interviews of perspective new employees and recommends the hiring of temporary and permanent employees;

Schedules and/or conducts a variety of job specific and safety training for employees (i.e., PPE, Asbestos Awareness, Confined Space, Lock-out Tag-out, Right-to-Know, small tools, equipment and vehicle operation, etc.);

May represent Assistant Buildings and Grounds Manager in buildings and grounds matters;

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of buildings and grounds operation and practices;

Good knowledge of general building maintenance;

Good knowledge of the common practices, tools, terminology, and safety precautions and rules used in building construction and maintenance;

Skills in planning, scheduling, and allocating tasks effectively and efficiently for small crews of maintenance workers;

Working knowledge in the operation of tools and equipment of the building trades (e.g., pneumatic tools, power tools, drill press, radial arm saw, sander, plane, router etc.);

Working knowledge in the use of personal computers (spreadsheets, Windows, etc);

Ability to plan, supervise, and inspect the work of others;

Ability to develop and maintain preventive maintenance records, equipment repair histories, work orders, and inventory on computer;

Ability to prepare cost estimates for labor, materials, and equipment;

Ability to understand and carry out oral and written instructions;

Ability to give clear and concise oral instructions;

Ability to read and interpret architectural plans and specifications;

Ability to maintain effective and professional working relationships with buildings users, Division, County, and State employees, and to deal with customer's service requests courteously, tactfully, and professionally;

Ability to get along with others;

Ability to identify potentially hazardous conditions;

Ability to operate snow removal equipment (i.e., plow, salting spreader, tractor);

Good judgment;

Dependability, initiative and resourcefulness;

Willingness to respond to emergencies and work overtime;

Understanding of the principles of Total Quality Management; and

The employee's physical condition shall be commensurate with the demands of the position.

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