

Building Maintenance Supervisor Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Approved: 4/2026

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in building construction, mechanical technology, facilities maintenance, electrical technology, or a related field **AND** three years of full-time paid experience in building maintenance, building construction, or facilities operations, at least one year of which must have involved supervisory or lead worker responsibilities; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time paid experience in building maintenance, building construction, or facilities operations, at least one year of which must have involved supervisory or lead worker responsibilities; **OR**

(c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Driver's License at the time of appointment and maintenance of such license for the duration of employment.

Certifications identified as required and subsequently obtained must be maintained in good standing for the duration of the appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisory position involving responsibility for the maintenance, repair, and operation of college and college affiliated owned buildings, building systems, and related facilities. The incumbent plans, schedules, and supervises the work of building maintenance staff engaged in a wide variety of maintenance and repair activities including plumbing, HVAC, electrical, carpentry, painting, and general building systems maintenance.

The work is performed under the general supervision of the Director of Facilities in accordance with established policies and procedures. Considerable leeway is allowed for the exercise of independent judgment in planning work assignments, coordinating preventive maintenance activities, and responding to building maintenance issues and emergencies.

Supervision is exercised over all employees assigned to the building maintenance operation. The incumbent will also participate in the performance of skilled and semi-skilled maintenance work and will perform or assist with electrical, mechanical, or building system repairs within the limits of training and certification. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Serves as the supervisor and lead crewmember of the building maintenance operation;
- Plans, schedules, assigns, and supervises the work of maintenance personnel engaged in building repair and maintenance activities;
- Supervises and participates in the maintenance and repair of building systems including plumbing, heating, ventilation, air conditioning, electrical distribution, lighting, fire alarm, security, and mechanical systems;
- Supervises and participates in general building maintenance activities such as carpentry, painting, masonry, flooring repair, and installation and repair of doors, windows, and locks;
- Supervises and participates in routine inspections of buildings and equipment to ensure proper operation and to identify maintenance needs;
- Supervises and participates in the inspection, maintenance, and repair of roofing systems and related components, including roof membranes, flashing, drainage systems, and associated structural elements;
- Develops and oversees preventive maintenance schedules for building systems and equipment;
- Responds to emergency maintenance situations and coordinates repairs to ensure safe and efficient building operations;
- Supervises and participates in minor plumbing repairs including sinks, toilets, valves, piping systems, and related equipment;
- Supervises and assists with the maintenance and repair of HVAC equipment, boilers, pumps, air handling units, and related mechanical systems;
- Supervises, coordinates, or participates in electrical maintenance activities including lighting systems, power distribution, emergency power, fire alarm systems, and related electrical infrastructure;
- Utilizes the building monitoring system on a daily basis to monitor building conditions, make temperature adjustments, identify operational issues, and implement corrective measures as needed;
- Oversees the installation, maintenance, and repair of building hardware such as locks and key systems;
- Coordinates building maintenance work with other departments, contractors, and outside vendors as required;
- Operates and supervises the operation of maintenance equipment including trucks, lifts, power tools, and other specialized equipment;
- Ensures staff compliance with safety procedures including lockout/tag-out, confined space entry, electrical safety practices, asbestos awareness, and other safety protocols;
- Inspects work performed by staff and contractors to ensure quality and compliance with specifications and applicable codes;
- Attends regular staff meetings and reports on project status, progress, and milestones to supervisory personnel; maintains departmental records related to required inspections and regulatory compliance;
- Maintains records of maintenance work, equipment repairs, materials used, and staff assignments;
- Requisitions supplies, materials, and equipment needed for building maintenance operations;
- Participates in the recruitment, interview, training, and evaluation of maintenance personnel;
- Reviews and approves time records and monitors employee productivity;
- Provides instruction and training to staff regarding proper maintenance techniques, safety procedures, and equipment use;
- Assists in snow removal, furniture moving, and other facilities support activities when required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles, practices, tools, materials, and equipment used in building maintenance and repair;
- Good knowledge of the practices and terminology of the mechanical and construction trades including plumbing, HVAC, electrical, carpentry, and painting;
- Good knowledge of the operation and maintenance of building mechanical and electrical systems;
- Working knowledge of applicable building, electrical, and life safety codes as they relate to facilities maintenance operations;
- Working knowledge of building safety practices and procedures including lockout/tag-out, confined space, and related safety standards;
- Ability to plan, schedule, coordinate, and supervise the work of others;

- Ability to read and interpret blueprints, plans, technical manuals, and building system diagrams;
- Ability to inspect building systems and identify maintenance or safety issues;
- Ability to maintain records and prepare reports;
- Ability to understand and follow oral and written instructions;
- Ability to operate a variety of maintenance tools and equipment;
- Ability to establish and maintain effective working relationships with employees, contractors, and campus personnel;
- Ability to perform work requiring physical effort including lifting, climbing, bending, and working in confined spaces;
- Mechanical aptitude;
- Good judgment, initiative, dependability, and resourcefulness are required personal characteristics;
- Physical condition commensurate with the demands of the position.

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