

Maintenance Supervisor (Various School Districts) Tompkins County

Department: Various School Districts
Classification: Competitive
Approved: Bd. Reso. #244; 8/12/86
Revised: 8/88; 7/06; 1/17
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college with a bachelors degree; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the custodial or maintenance field; **OR**
- (c) Graduation from High School or possession of a general equivalency diploma **AND** possession of at least four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the custodial or maintenance field, one year of which must have been in an administrative or supervisory capacity; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is supervisory work involving responsibility for the efficient and economical operation of a School District's buildings, grounds and equipment. Work is performed under the general direction of the Business Administrator, or other supervisory staff, in accordance with prescribed policies and procedures. Wide leeway is allowed for the exercise of independent judgment when carrying out the details of the work. Supervision is exercised over the work of maintenance, cleaning and grounds staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans and performs periodic preventive maintenance and makes repairs;
- Assigns subordinates to various stations and tasks and sets up work schedules;
- Supervises and assists in the care and maintenance of lawns, walks, shrubs and grounds;
- Supervises and assists in building maintenance activities such as painting, minor carpentry, plumbing, heating and electrical repairs;
- Assists in the planning and supervision of the care and servicing of special equipment such as air conditioning systems, heating systems, plumbing systems and related operational systems within the building.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern large-scale buildings and grounds operation and practices;
- Good knowledge of the operation and maintenance of HVAC equipment;
- Good knowledge of the tools, terminology and practices of one or more of the mechanical or construction trades; skill in planning and allocating tasks efficiently;
- Ability to understand and carry out difficult oral and written directions;
- Ability to plan and supervise the work of others; ability to read and interpret mechanical plans and specifications; ability to get along well with others;
- Ability to prepare reports clearly and concisely; good judgment;
- Dependability, initiative, resourcefulness, tact and a willingness to respond to emergency situations are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

