

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Building Maintenance Supervisor

SALARY: \$34.38/hr

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 05/18/26

THE FINAL DATE TO FILE APPLICATIONS: 06/02/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/03/26

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

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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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850