

Maintenance Supervisor (Public Works)
Tompkins County

Department: TC Public Works, Towns of Ithaca and Lansing

Classification:Competitive

Labor Grade: County Grade 12, TOI Grade V, TOL Grade E

Approved: Bd. Res#244, 8/12/86

Revised: 6/96; 7/16, 9/25

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in engineering technology, construction management or technology, facilities management or related degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in facilities, buildings or plant maintenance and/or construction, and some supervisory experience or training; **OR**
- b) Graduation from High School or possession of a high school equivalency diploma **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in facilities, buildings or plant maintenance and/or construction and some supervisory experience or training; **OR**
- c) Possession of a certificate of completion in construction technology from an accredited trade or technical school that provides instruction in the fields of carpentry, electrical, plumbing, HVAC or construction technology **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in facilities, buildings or plant maintenance and/or construction and some supervisory experience or training; **OR**
- d) Any combination of training and experience equal to or greater than that described in a), b) or c) above.

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

SPECIAL REQUIREMENTS:

The applicant must possess a valid NYS Driver's license to operate a motor vehicle at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled working and coordination supervisory position responsible for the efficient and economical operation of municipal buildings and infrastructure, grounds, equipment, security and cleaning. Work is performed under the general direction of the General Building Supervisor or Highway Superintendent in accordance with prescribed policies and procedures allowing wide leeway for the exercise of independent judgment on carrying out the details of the work. Depending on location supervision may be exercised over staff assigned, cleaners, contractors and consultants. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the General Building Supervisor or Highway Superintendent with planning and scheduling preventive maintenance and repairs for buildings and equipment, parks, water and sewer infrastructure;
- Compiles and details all maintenance and repair tasks, determines work priorities, distributes workload, oversees and inspects work performed by assigned staff;

- Conducts periodic inspection of the condition of buildings, water and sewer infrastructure and equipment to ascertain maintenance needs and makes recommendations for improvement;
- Assists the General Building Supervisor or Highway Superintendent with preparing work schedules and estimates of cost, material, equipment and resources for maintenance and repair projects;
- Assists the General Building Supervisor or Highway Superintendent with coordinating and inspecting work performed by private contractors hired by the municipality, including cleaning and security services;
- Requisitions equipment, supplies and materials in accordance with prescribed procedures and maintains inventory records of maintenance supplies and equipment;
- Maintains records of maintenance and repair projects including labor, material and equipment costs and quantities;
- Supervises and assists in building, water and sewer infrastructure and grounds maintenance activities including but not limited to mowing lawns, trimming shrubs, snow and ice removal, painting, carpentry, HVAC and electrical repairs, plumbing and general maintenance;
- Communicates with department heads and other employees concerning maintenance activities to be performed;
- Provides information on maintenance work to be performed and assists in the preparation of an annual budget for all maintenance activities;
- Assists the General Building Supervisor or Highway Superintendent in preparing a variety of computer generated narrative, numerical, and graphical reports on work performed or proposed;
- Assists with interviewing perspective new employees and assists with recommendations on the hiring of temporary and permanent employees;
- Assists with selection of contractors and consultants through required procurement processes;
- Conducts periodic preventive maintenance training and safety training for employees;
- Responds to emergency calls at facilities;
- May represent General Building Supervisor or Highway Superintendent in buildings, water and sewer infrastructure and grounds related matters; and
- The employee will perform a variety of other related skilled and unskilled maintenance tasks as required

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of historic and modern small to large-scale buildings and grounds operation and practices;
- Good knowledge of safe working practices and safety rules;
- Working knowledge of HVAC, electrical, plumbing and control systems;
- Working knowledge of the tools, terminology and practices of one or more of the mechanical and construction trades;
- Ability to develop and maintain preventive maintenance records, schedules, equipment repair histories, work orders, and inventory on the computer;
- Ability to prepare cost estimates for labor, materials and equipment;
- 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, electrical, architectural and site plans and specifications;
- Ability to deal with service requests promptly, courteously, and professionally;
- Ability to identify potentially hazardous conditions;
- Ability to analyze, diagnose, and problem solve situations and prescribe solutions;
- Ability to prepare reports clearly and concisely;
- Ability to get along with others;
- Ability to maintain effective and professional working relationships with Department employees, other municipal employees and other municipalities' employees;
- Skills in planning and allocating tasks effectively;
- Skills in the operation of tools and equipment of building trades (e.g., sander, plane, router, welders equipment, drill press, radial arm saw);
- Proficient in the use of personal computers and the ability to use spreadsheet applications;
- Good judgment, dependability, initiative and resourcefulness;
- Willingness to respond to emergencies; and

- Willingness to keep up-to-date and continuously improve knowledge and performance;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Must maintain a neat and presentable appearance appropriate for the position;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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