

DEPARTMENT: CITY OF NORTH TONAWANDA
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 30, 2022

BUILDING MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, overseeing, and participating in the repair and maintenance of buildings, grounds, and equipment. An employee in this class supervises and participates in work which is of a general mechanical nature and may include masonry, carpentry, painting, plumbing, heating or electrical maintenance and repair. The work is performed under general direction allowing for the exercise of independent judgement in scheduling assigned work projects and assigning subordinates. Direct supervision is exercised over the work of subordinate maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans and schedules a program of preventive maintenance and repairs for buildings, grounds, and equipment;
2. Assigns subordinate personnel to various maintenance and repair tasks and determines priority of work;
3. Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance construction work performed by private contractors, repair, or maintenance employees to ensure that work is in compliance with specifications, codes, and regulations;
4. Supervises and participates in the repair and maintenance of buildings and grounds;
5. Conducts periodic inspections of the condition of buildings and equipment to ascertain maintenance needs;
6. Participates in departmental budget preparation;
7. Assists in developing bid requirements for work to be contracted in and around buildings;
8. Purchases equipment and supplies, including large capital purchases, according to a prescribed manner;
9. Seeks and obtains proposals for work to be performed and makes recommendations to the department head;
10. Maintains appropriate records on maintenance operations;
11. Creates and maintains work schedules for assigned personnel, authorizes overtime, and collects and checks attendance and benefit sheets.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern large-scale buildings and grounds operation and maintenance practices; thorough knowledge of the operation, maintenance and safety precautions of plumbing, electrical, roofing, heating, ventilation, and cooling equipment; thorough knowledge of the tools, terminology, and practices of the mechanical or construction trades; good knowledge of the special equipment used in large-scale facilities; ability to prepare and work from plans and specifications; ability to plan and supervise the work of others; ability to maintain records and prepare reports; ability to determine maintenance and repair needs and to estimate project costs; ability to get along well with employees and the public; ability to understand and carry out oral and written directions; ability to safely lift heavy objects; good judgment; mechanical aptitude; dependability; resourcefulness; willingness to perform manual tasks; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent non-competitive status as a Building Maintenance Person or Head Maintenance Person in the City of North Tonawanda immediately preceding the date of written exam.

OPEN COMPETITIVE QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND** six (6) years of full-time paid experience in general building maintenance or construction, or skilled trades work such as carpentry, plumbing, masonry, electrical, HVAC, etc. Two (2) years of experience must have involved leading the work of others in this field.