

**DEPARTMENT:** DPW - BUILDINGS & GROUNDS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 4, 2010

**MAINTENANCE SUPERVISOR/BUILDINGS & GROUNDS**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs skilled journeyman work and is responsible for the maintenance, repair and improvement of all buildings. General instructions are received from the Deputy Commissioner of Public Works/Buildings & Grounds regarding what tasks are to be performed, permitting considerable leeway for planning technical details of each assignment. Immediate supervision is exercised over assigned personnel. Performs related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Maintains inventory of all equipment, tools and supplies assigned to the building maintenance section;
2. Schedules and documents work activities of assigned employees;
3. Plans schedules of required preventive maintenance services;
4. Participates in departmental budget preparation;
5. Inspects required building repairs, maintenance or improvements and prepares costs estimates;
6. Inspects painting, carpentry, plumbing, electrical and other mechanic maintenance and construction work performed by maintenance employees or private contractors;
7. Orders and accounts for parts and supplies;
8. Supervises assigned employees;
9. Performs general repair and maintenance work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of large-scale buildings operation and maintenance practices; thorough knowledge of building construction practices, principles, tools, terminology and accident precautions of all the various trades; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to rig and work from scaffolds and ladders; good knowledge of supervision; good motor hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma:

**AND:** Four (4) years of experience in supervising a minimum of ten (10) journeyman maintenance employees in the operation and maintenance of large-scale building or buildings (40,000 square feet or more), and shall have at least two (2) years of full-time paid experience as a journeyman electrical, carpenter or pipe fitter. Supervisory experience shall have involved purchasing, inventory, payroll, budget and the preparation of specifications of equipment and materials.

**SPECIAL REQUIREMENT AT TIME OF APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid New York State driver's license.