# BUILDING MAINTENANCE SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for planning and supervising the activities of a number of skilled and semi-skilled personnel in a variety of building maintenance and repair. The work is performed under general supervision permitting considerable leeway in planning a preventative maintenance program and in establishing operating standards in keeping buildings and equipment in good condition. Supervision is exercised over a small number of maintenance staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Plans and schedules a program of preventative maintenance and repair;
- Assigns maintenance staff to various tasks and determines priority of work;
- Supervises and participates in the maintenance and repair of heating plant equipment and other electrical and mechanical equipment;
- Conducts periodic inspections of building conditions;
- Estimates cost of maintenance and repair projects;
- Inspects and otherwise exercises control over repair and alteration work performed by outside contractors;
- Assists in the preparation of specifications for major repair work;
- Assists in the preparation of annual budget as it applies to maintenance and repair activities;
- Requisitions equipment and supplies according to a prescribed manner;
- Coordinates and lays out seating arrangements, podiums and caters for special events in the building;
- Maintains appropriate records on operations and prepares periodic reports;
- Supervises and performs grounds maintenance work as it relates to the facility buildings.

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

- Thorough knowledge of the practices, tools and equipment used in the maintenance and repair of buildings and equipment;
- Good knowledge of the work of skilled tradesmen and ability to direct and inspect their work; Ability to read and interpret blueprints;
- Ability to plan and supervise the work of others;
- Ability to understand complex oral and written directions; mechanical aptitude; good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** *EITHER:*

A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid experience in large scale building maintenance operations or one of the recognized skilled trades; *OR,*
B. Five (5) years of paid experience in one of the recognized skilled trades or general building maintenance work.

Juris. Class: Competitive
ACCS Adopted: 2/11
Last Revised: 12/24

PRINT NAME:

DATE:

SIGNATURE:

For positions in Albany County Government a background check may be performed. This may include, but is not limited to, verifying past employment and/or education history, credit history review, driving abstract review and/or criminal background investigation.