

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MAINTENANCE MECHANIC SUPERVISOR **GRADE:** 12

TITLE ABBREVIATION: MAINT MECH SUPV **TITLE NO.:** 6446

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** SC **FLSA CODE:** NE

DEPARTMENT: VARIOUS **SUPERVISOR'S TITLE:** VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the care and maintenance of the buildings and equipment at a designated County facility. This is a supervisory position responsible for scheduling, training and overseeing the work of the maintenance personnel. Work is carried out according to established policies and procedures and applicable Federal, State and County Health Department codes and/or other governing agencies with considerable latitude for planning the details of the work. Works under the general supervision of a designated supervisor. May be called back to work before or after regular working hours to handle maintenance emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares schedules and daily work assignments for all maintenance staff to ensure full multiple-shift coverage of entire facility;

Schedules all maintenance staff to attend all State and facility mandated in-service training to ensure compliance with regulations;

Oversees work done by outside contractors and contracted service contracts to ensure that contractual obligations are met;

Assists management with designs and preparation of cost estimates and bid specifications for facility projects;

Assists in the preparation of the department budget;

Purchases materials, equipment, tools, parts and contracted services for the Maintenance department within budget limitations to ensure facility is maintained in compliance with regulations and maintains running inventory of all equipment and supplies;

Prepares and maintains a preventative maintenance schedule for all facility equipment to ensure equipment is in working order;

Supervises the maintenance and repair of resident equipment and furniture such as beds, wheel chairs, equipment used for therapy purposes and medical and dental equipment;

Makes inspections of buildings to assess environmental conditions as it relates to plant operations and schedules needed repairs;

Prepares status reports for supervisor as required;

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May participate in snow and ice control operations including driving and/or operating plows, snow blowers, or related equipment, shoveling snow, spreading salt and sand, chipping ice, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the materials, tools and practices used in mechanical maintenance; good knowledge of the modern principles and practices of maintenance; ability to plan, layout and supervise the work of others; ability to prepare cost estimates and bid specifications; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's degree in Building Construction, Electrical Construction and Maintenance, Plumbing and Heating Technology or related field and three (3) years of skilled electrical maintenance work and/or general mechanical experience in building equipment and machinery maintenance activities, which shall have included one (1) year of experience in directing or overseeing the work of others; OR
- (B) Possession of a trade school certification in building construction, electrical construction and maintenance, heating and plumbing service or related field and four (4) years of experience as outlined in (A) above, which shall have included one (1) year of experience in directing or overseeing the work of others; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above which shall have included one (1) year of experience in directing or overseeing the work of others.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 10/5/23 AT