

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** PROJECT SUPERVISOR **GRADE:** 12

**TITLE ABBREVIATION:** PROJECT SUPERVISOR **TITLE NO.:** 6509

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:** -- **EEO CODE:** SM **FLSA CODE:** NE(2)

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** BUILDINGS

**SUPERVISOR'S TITLE:** DEPUTY COMMISSIONER FOR INFRASTRUCTURE SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for supervising and implementing new construction and related projects for the Department of Public Works Buildings Division. The work also involves accomplishing preventive maintenance, repairs, trouble shooting, and renovations on county facilities, infrastructures, and/or other properties. Plans work schedules and determines project materials required. Works under the general supervision of the Deputy Commissioner for Infrastructure Services, Senior Engineer, or other designated authority with latitude for independent judgment in executing assignments. Supervises the work of a professionally and geographically diverse group of both specialized trades and routine maintenance personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Interfaces with mechanical and civil engineers for project design specifications;
2. Directs a team of personnel having specialized capabilities in such trades as carpentry, painting, plumbing, heating/air-conditioning, electrical, masonry, etc.;
3. Plans the work to be performed, schedules the construction and maintenance team(s) and inspects finished work for acceptability;
4. Reads, reviews, and creates building plans;
5. Assists in the development of public safety and preventive maintenance program(s) for owned and leased county facilities and properties;
6. Oversees and participates in project construction and maintenance work in some or any of the following:
  - A. Constructs and repairs foundations;
  - B. Constructs and repairs exterior walls;
  - C. Constructs and repairs general framing;
  - D. Constructs and repairs roof surfaces and access such as framing, gutters and so forth;

- E. Constructs and repairs or relocates interior partitions and ceilings;
  - F. Prepares and installs all kinds of flooring;
  - G. Paints exterior and interior of buildings and structures;
  - H. Performs general plumbing installation and major repair when required;
  - I. Constructs and repairs walkways, sidewalks, parking areas, etc.;
  - J. Assures the maintenance and repair of electrical heating and air-conditioning equipment;
  - K. Assures the upkeep of outside properties and grounds.
7. Maintains project records of accounts, work performed, cost requirements, and other related schedules;
8. Supervises and participates in assigned snow and ice removal operations.

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

Good knowledge of building trades including carpentry, concrete, reinforcing steel, wiring, construction accessories and miscellaneous construction equipment; good knowledge of the principles and techniques of facility design and construction; good knowledge of safety precautions in construction; working knowledge of building codes requirements; working knowledge of confined space entry procedures and hazardous material handling procedures as required for particular assignments; working knowledge of ADA requirements as pertains to facility and property structural accesses; ability to read and interpret blue prints, plans and specifications; ability to follow and understand oral and written instruction, initiative and resourcefulness, physical strength and stamina, physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Construction Technology, Architecture, or a related field and three (3) years of experience in building construction and/or maintenance of new and existing facilities, two (2) years of which were in a supervisory capacity; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above, two (2) years of which were in a supervisory capacity; OR
- (C) An equivalent combination of the foregoing training and experience.

**SPECIAL REQUIREMENT:** Must possess **at time of appointment** and maintain a valid class driver's license.

**ADOPTED:** 10/13/01 (hf)  
**REVISED:** 10/27/03 AG