

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: BUILDING MAINTENANCE SUPERVISOR

TITLE #: 1108

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the supervision and training of custodial and maintenance staff of various shifts. The Building Maintenance Supervisor oversees the ongoing maintenance and operation of school buildings and grounds, trains staff in efficient work methods and acts as a liaison between custodial/maintenance staff and the designated department head or administrator. Work is performed according to prescribed procedures under the general supervision of a designated department head or administrator with wide latitude allowed for planning work methods. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises, inspects, evaluates and may participate in custodial and maintenance operations on various shifts;

Maintains master cleaning schedule and coordinates scheduled maintenance projects and ongoing maintenance procedures;

Assists the designated department head or administrator on other related projects as assigned;

Inspects buildings for cleanliness, maintenance needs and health and safety concerns/violations;

Trains staff in proper use of products and cleaning methods;

Requisitions and distributes supplies and maintains inventory of supplies;

Evaluates cleaning and maintenance supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building operations and cleaning methods, supplies and equipment; ability to plan, supervise and inspect the work of others; ability to communicate both orally and in writing; ability to train and instruct subordinates; ability to keep accurate records and make reports; mechanical aptitude; initiative; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of institutional maintenance experience, one year of which shall have involved supervision of a staff of five or more custodial/maintenance personnel.

SPECIAL REQUIREMENTS: Possession of a valid New York State Department of Labor Asbestos Supervisor, Asbestos Handler or Asbestos Inspector Certificate and a valid category 3A (Ornamental and Turf) Commercial Pesticide Applicator Certification issued by the New York State Department of Environmental Conservation within twelve (12) months of appointment.

ADOPTED: 5/19/94
REVISED: 11/18/10 dr