

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

CLASS TITLE: MAINTENANCE SUPERVISOR

TITLE #: 1419

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the care and maintenance of the buildings, equipment and grounds at school facilities. This is a supervisory position responsible for scheduling, training and overseeing the work of the maintenance and grounds personnel. Works under the general supervision of the Division Director. May be called back to work before or after regular working hours to handle maintenance emergencies and/or snow and ice removal. Responsible for calling in appropriate staff to assist in handling emergencies and/or snow and ice removal after regular working hours. Work is performed under general supervision with leeway allowed for independent judgment and emergency decision-making. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

Oversees the efficient operation and maintenance of building mechanical systems including HVAC, Electrical, and Plumbing;

Oversees work performed by outside vendors to ensure that all contractual obligations are met;

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

Purchases materials, equipment, tools, parts and vendor 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 buildings and grounds equipment to ensure equipment is in working order;

Supervises and participates in preventative maintenance of the building and grounds equipment; may make plumbing, electrical, mechanical and/or other general repairs;

Performs annual review of assigned staff;

Maintains regulatory compliance with various agencies;

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;

Schedules, oversees, and participates 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.

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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; ability to adapt to changing priorities, organizational, technical, and interpersonal skills, dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher 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.

JURISDICTIONAL CLASSIFICATION: Competitive

Adopted: 5/11/16 AT