Herkimer County

MAINTENANCE SUPERVISOR

GENERAL STATEMENT OF DUTIES: Assists in the supervision of the operation and maintenance of buildings, grounds and equipment of Herkimer County Community College; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Directly assists the Director of Physical Plant in supervising the efficient and economical operation and maintenance of the Community College buildings, grounds and equipment. Has considerable leeway in planning and directing the work programs that are his responsibility. Line supervision is exercised over cleaning and maintenance personnel.

EXAMPLES OF WORK: (Illustrative only)

-Assists in supervising and inspection of maintenance repair and operation of college buildings and grounds;
-Helps to supervise the operation and maintenance of the heating plant and related equipment;
-Under supervision oversees the maintenance of varied services such as heat, light, gas, water supply and refuse disposal;
-Assists in assigning operation and maintenance personnel to specific jobs;
-Reports on the necessity for and supervises repair work on buildings and equipment;
-Assists in directing the care and maintenance of lawns, walks, shrubs, trees and grounds;
-Participates in the planning, scheduling and determining priority of repairs, requisitions, equipment and supplies;
-Estimates the cost of labor, maintenance and repair projects;
-Helps to prepare annual operating budget;
-Performs a variety of related duties in connection with his responsibilities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of modern large scale buildings and grounds operation and maintenance practices; good knowledge of the tools, terminology and practices of one or more of the mechanical or construction trades; broad knowledge of practices, tools and equipment used in the maintenance and repair of buildings; ability to supervise the work of others; ability to read blue prints; mechanical aptitude; good judgment; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Three years of responsible supervisory experience in building maintenance work, and graduation from high school; or any equivalent combination of experience and training.

Competitive Class