

BUILDING SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher-level administrator, this position performs building maintenance service activities and is responsible for supervising a substantial number of unskilled or semi-skilled building service workers under the department assigned. Responsibility includes the day-to-day management and maintenance of all buildings and other structures used by the Department. Typical building facility projects include, but are not limited to HVAC, plumbing, bathroom renovations, interior and exterior building lighting, elevators, electrical service and power distribution, emergency power, windows and doors, finishes and fixtures, masonry, roof, carpentry, fire protection and fire alarm systems, ADA compliance and building code compliance projects. Unique to this position is the ability to plan, coordinate and work closely with the City Engineering Department on building maintenance projects requiring professional assessment of needed repairs, maintenance and major projects.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, supervises and inspects all work involved in the maintenance of all department occupied buildings and structures;
- Performs skilled work in masonry, carpentry, electrical or painting operations;
- Assigns personnel and equipment to various crews for the most economical and efficient performance of tasks;
- Reviews and approves employee time records, making alterations or changes as necessary;
- Supervises, participates in and instructs unskilled, semi-skilled and journey-level employees by providing hands on skilled instruction in the repair and maintenance of buildings;
- Submits recommendations on equipment needs and building maintenance projects;
- Prepares reports on routine operations and special projects;
- Supervises all work involved in performance of duties assigned under special projects or programs of a department;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern building and ground maintenance principles, practices and procedures;
- Good knowledge of electrical service in commercial buildings;
- Good knowledge of office terminology, procedures and equipment, including personal computers;

- Ability to monitor the performance of service contracts including building cleaning and sanitation;
- Ability to instruct subordinate employees in departmental practices and to enforce policies;
- Ability to understand and effectively carry out written and oral instructions;
- Ability to undertake special projects and assignments in an efficient and effective manner;
- Ability to maintain records;
- Ability to read and write;
- Ability to interpret and apply property management practices as applicable to federal standards;
- Willingness to respond to emergencies;
- Willingness to work outside in all types of weather and conditions;
- Dependability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s Degree and one (1) year paid fulltime experience in building maintenance which MUST have included experience in one or more of the building trades; **OR**
- B. Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree and three (3) years of paid fulltime experience in building maintenance which MUST have included experience in one or more of the building trades; **OR**
- C. Graduation from high school or possession of an equivalency diploma and five (5) years of satisfactory fulltime paid experience in general labor or construction work, buildings and grounds maintenance, which MUST have included experience in one or more of the building trades, three (3) years of which must have been in a supervisory or managerial capacity; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of A, B or C above.

SPECIAL NOTE:

A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee’s vehicle for transportation.

NOTE:

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and nights, including emergency situations.

Adopted: 10/27/04
Revised: 11/19/20
2/11/21