

MAINTENANCE FOREPERSON
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for and provides leadership in the work of maintenance personnel in performance of maintenance and repair of buildings, grounds and equipment. This is supervisory work involving responsibility for planning, directing and participating in the activities of a number of skilled, semi-skilled and unskilled personnel in a variety of building maintenance and repair and/or related groundskeeping tasks. The work is performed under the general supervision of a higher level employee responsible for maintenance. Direct supervision is exercised over a number of subordinate employees involved in a broad spectrum of building and grounds maintenance, repair, construction, rehabilitation, HVAC and related activities.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, schedules and participates in a program of maintenance and repair;
- Assigns maintenance staff to various tasks and determines priority of workers required by service requests and maintenance time tables;
- Inspects vacant apartment units, estimates damage to be repaired, and plans time and work materials needed to repair units;
- Estimates cost of maintenance and repair projects;
- Supervises and participates in the maintenance and repair of heating systems, electrical and mechanical equipment;
- Provides on-the-job training for new employees or assists in classroom training dealing with all phases of building maintenance and repair;
- Makes recommendations for preparation of budget as it applies to maintenance and repair activities;
- Maintains appropriate computerized records on operations and prepares periodic reports;
- May supervise general grounds and cleaning maintenance;
- May be on 24-hour call for emergency repairs;
- May perform skilled plumbing, electrical, heating repair or painting;
- May assist by performing the duties of higher level employees responsible for maintenance;
- Enters and retrieves information in an automated information system;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices, procedures, tools and equipment used in the maintenance, cleaning and repair of buildings, grounds and equipment;
- Working knowledge of the tools, terminology and practices of one or more of the mechanical or building trades (depending upon assignment);

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- Working knowledge of the practices and procedures for preparation and repair of walls, floors, ceilings and related apartment fixtures;
- Working knowledge of personal computers and office equipment;
- Ability to plan, supervise and inspect the work of others;
- Ability to follow oral and written directions;
- Ability to inspect for repair and maintenance of all types of structures and dwellings;
- Ability to get along well with others;
- Mechanical aptitude;
- Manual dexterity;
- Dependability;
- Thoroughness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Open-Competitive:

- (A) Graduation from high school or possession of a high school equivalency diploma and four (4) years of fulltime paid experience, or its part-time equivalent, in one of the recognized skilled trades; **OR**
- (B) Five (5) years of fulltime paid experience in building maintenance and repair; **OR**
- (C) Any equivalent combination of training and experience as described in (A) and (B) above.

Promotional:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of fulltime paid experience as a maintenance worker in the Albany Housing Authority.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle Operator's License at time of appointment and while in the position. Vehicle may be necessary.

Revised: 10/21/81
7/31/02