

Civil Division: Oneida County Government; Schools  
Jurisdictional Class: Competitive  
EEO Category: Skilled Craft  
Revised: 08/30/06

## **BUILDING MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the operation and maintenance of a large public building and related grounds and equipment. Although similar in many respects, an incumbent works under somewhat closer technical supervision and directs a program of more limited scope, than does an employee in the class of Building Superintendent. However, an incumbent does have considerable leeway in planning work programs, establishing operating standards, and in keeping buildings and equipment up to approved standards of operation. Supervision is exercised over a number of custodial and maintenance personnel. When employed at the Oneida County Airport, the incumbent may be required to complete in-house training in fire and rescue techniques in order to assist fire and rescue crews in an emergency. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and inspects the maintenance, repair and operations of a building or buildings and also the grounds connected thereto;  
Supervises the operation and maintenance of the heating plant and related equipment;  
Oversees the maintenance of varied services, such as heat, light, gas, water supply and refuse disposal;  
Assigns and reassigns operation and maintenance personnel to specific jobs;  
Determines the necessity for, and supervises repair work on buildings and equipment;  
Oversees the care and maintenance of lawns, walks, shrubs, trees and grounds;  
Plans, schedules and determines the priority of repairs, requisitions, equipment and supplies, and frequently makes purchases independently on the open market;  
Estimates the cost of labor, maintenance and repair projects;  
Inspects and otherwise exercises control over repair and alteration work performed by outside contractors;  
Interviews and recommends the appointment of applicants for positions;  
Prepares annual operating budget, maintains appropriate records on operations and compiles periodic reports;  
When employed at the Oneida County Airport, the employee may assist fire and rescue crews in an emergency.

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

Thorough knowledge of modern large scale buildings and grounds operation and maintenance practices; thorough knowledge of practices, tools and equipment used in the maintenance and repair of buildings; good knowledge of the principles and practices of operating and maintaining high pressure boilers and auxiliary equipment; good knowledge of tools, terminology and practices of one or more of the mechanical or construction trades; good knowledge of high pressure boiler operating safety precautions; ability to supervise the work of others; ability to read blueprints; mechanical aptitude; when employed at the Oneida County Airport, ability to learn aircraft rescue, fire rescue, and disaster techniques.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of high school equivalency diploma **AND** three (3) years of experience in either building maintenance, building construction or building trades work such as carpentry, electrical work, operation and maintenance of either high or low pressure oil or gas-fired boilers and distribution systems or related fields including, but not limited to, plumbing, masonry, painting or building repair; **OR**
- (B) Five (5) years of experience, as defined in (A) above.

**NOTE:** Verifiable part-time and/or volunteer experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

Title change from "Building Maintenance Foreman":  
Revised:

08/03/94  
05/23/95, 08/30/06