

Department: Public Works-Bldgs & Grds
Classification: Competitive
Grade: 10

SPEC G220

MAINTENANCE SUPERVISOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the routine maintenance and repair of the county building and performs work of a more skilled nature. The trainee position is for a minimum of a two-year term during which time the incumbent learns the essential duties and responsibilities of a Maintenance Supervisor in the operation of repairs and maintenance within Essex County owned and operated facilities and grounds. Upon successful completion of both the training period and program, the incumbent's position shall be reclassified to Maintenance Supervisor. The Trainee shall acquire greater skill in the repair and maintenance of facilities and grounds requiring advanced skill and operation during the training period. The work is performed under the general supervision of the Public Works Building & Grounds Supervisor, Maintenance Supervisor and the Superintendent of Department of Public Works. Supervision is exercised over the work of Maintenance Mechanics, Maintenance Persons, Building Maintenance Helpers and Watchpersons. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

May lead and assign employees to various cleaning and maintenance tasks and establishes work schedules;
Performs and leads projects and maintenance related tasks requiring skilled repairs to masonry, plumbing, heating, electrical and air conditioning equipment;
Assists the Maintenance Supervisor in periodic inspections of the buildings to ascertain repair needs;
Assists the Maintenance Supervisor in estimates orders and maintains inventory of materials needed for routine and specific building maintenance and repair projects;
Perform and directs subordinate employees in general landscaping duties including pruning and planting of trees and shrubbery;
Assists in projects where the building of new structures and renovation of existing buildings;
Assists in Keeps records and prepares reports on custodial and maintenance activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building maintenance and repair practices, tools and equipment; ability to supervise the work of others engaged in building maintenance and repair; ability to estimate the quantity of materials needed for maintenance and repair jobs; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

Three (3) years as a Maintenance Mechanic or a Maintenance Person or equivalent combination with Essex County Building & Grounds.

MINIMUM QUALIFICATIONS: Either:

- (a) Four years of experience in building maintenance and repair, heavy construction or one or more of the standard building trades, such as carpentry, plumbing, electrical, etc., one year of which was in a supervisory capacity; or
- (b) Graduation from high school or possession of an equivalency diploma and two years of experience in

building maintenance and repair, heavy construction or one or more of the standard building trades as defined in (a), one of which was in a supervisory capacity; or

- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in construction technology or a related field and one year of experience as defined in (a), one of which was in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

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