

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Building Services**  
***Building Maintenance Supervisor***  
**\$44,468 - \$52,668**

(Salary effective January 1, 2022)

**DATED: December 15, 2021**

**LAST DATE TO FILE: December 29, 2021**

**EOE**

**GENERAL STATEMENT OF DUTIES:** This is a supervisory and skilled maintenance position which involves responsibility for overseeing and participating in the efficient operation of county-owned and operated buildings, including necessary custodial and maintenance activities. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for planning, assigning and supervising a variety of maintenance and cleaning activities as well as performing a variety of building maintenance and repair tasks. Supervision is exercised over the work of subordinate building mechanics and employees engaged in cleaning and maintenance activities. Work is performed under general direction of the Director of Building Services with wide leeway allowed for the exercise of independent judgment in planning work programs.

**TYPICAL WORK ACTIVITIES:**

- Plans and schedules a program of preventive maintenance and repairs for buildings and equipment;
- Plans, schedules and assigns employees to various job tasks;
- Supervises the work activities of maintenance mechanics, helpers and cleaning personnel;
- Participates in the repair and maintenance of plumbing, heating and air conditioning;
- Instructs subordinate maintenance personnel in the more difficult or specialized tasks in the repair and maintenance of buildings, grounds, and equipment;
- Inspects and leads in the maintenance and repair of electric wiring systems, fixtures and equipment;
- Participates in the repair and maintenance of building exteriors such as roofs, chimneys, gutters, drains, windows, etc;
- Regularly inspects interior and exterior of buildings and grounds and makes appropriate recommendations when major repair work is necessary;
- Oversees the care and maintenance of lawns, walks, shrubs, trees, and grounds;
- Maintains records of supplies, tools and other equipment;
- Estimates the cost of labor, maintenance and repair projects;
- Has charge of the requisitioning and occasional direct purchasing of items of supply and equipment;
- Prepares and maintains appropriate records on activities and prepares periodic reports.

**FULL KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of building and grounds operation, maintenance repair and cleaning practices; thorough knowledge of the basic principles and practices of operating and maintaining heating, air conditioning, ventilating, electrical and plumbing equipment for large buildings; thorough knowledge of the practices, tools and techniques of one or more of the standard building trades; ability to plan and supervise the work of others; ability to prepare reports and keep records; ability to read and interpret plans and specifications; ability to understand and carry out oral and written directions; ability to plan, supervise and maintain the cooperation of others; initiative; good judgment; dependability; mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree or higher, with a major concentration in one (1) or more of the following areas: electrical technology, plumbing, heating and air conditioning, or building construction and three (3) years of satisfactory experience in the maintenance or construction of large scale buildings, of which one (1) year must have been in a supervisory capacity; or

(b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in general building maintenance and repair work or in one of the standard building trades such as carpentry, plumbing, masonry or electrical work, of which one (1) year must have been in a supervisory capacity.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State driver's license and acceptable driving record is required at the time of appointment, and maintenance of such license is required throughout employment in this position.

CLASSIFICATION – Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)