

WORKING SUPERVISOR (BUILDINGS AND GROUNDS)

JOB CODE: 7416
DEPARTMENT: Tioga County Department of Public Works
CLASSIFICATION: Non-Competitive
SALARY GRADE: CSEA - Public Works Grade 1
ADOPTED: 9/99; Revised 7/04, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical use of employees, material and equipment in maintenance and construction activities for County Buildings & Grounds Facilities. The work is performed under the general direction of the Commissioner of Public Works or Deputy Commissioner permitting considerable leeway in carrying out the details of the work. The work is reviewed by inspections and through reports. "Straw Boss" supervision is exercised over the activities of janitors, carpenters, electricians, plumbers and HVAC technicians. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Leads and participates in the activities of County Buildings & Grounds crews and the use of materials and equipment in the maintenance of County Buildings and Grounds;
- Supervises building cleaning & maintenance operations;
- Coordinates the use and distribution of equipment between the various maintenance projects;
- Oversees and participates in new building and remodeling construction work;
- Assists in planning maintenance schedules and work loads;
- Reports to and confers with the Commissioner of Public Works or Deputy Commissioner and his/her assistant regarding materials & equipment necessary for construction and maintenance projects;
- Supervises and participates in the preparation and maintenance of activities, costs and progress reports & records;
- Performs snow removal at all facilities;
- Monitors computerized HVAC control systems;
- Hires contractors as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of modern commercial building and maintenance methods and procedures; good knowledge of the equipment, materials, tools, terminology and safety precautions used in facilities maintenance; ability to read and understand building plans; sketches and blueprints; ability to solve operating problems as they occur in the field; ability to secure the cooperation of others; dependability; initiative and resourcefulness; leadership; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma and four (4) years of full-time paid work experience or its part-time equivalent in facilities maintenance and building construction.

SPECIAL REQUIREMENTS:

Possession of a valid NYS Driver's License at the time of appointment.