

TECHNICAL FACILITY SUPERVISOR

JOB CODE: 7415
DEPARTMENT: Tioga County Public Works Department
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Public Works Grade IA
ADOPTED: Revised 9/99; 7/00, 12/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving oversight of an assigned facility to ensure proper maintenance and operation of all facility systems (electrical, plumbing, HVAC and refrigeration, security, etc). The incumbent will perform tasks primarily related to preventative and maintenance functions at an assigned facility, though secondary responsibility may be required at other county buildings as necessary. Work is performed under the general supervision of the Department head or assigned higher level individual, with considerable leeway for the use of independent judgment in planning and carrying out details of the work. Supervision may be exercised over the work of subordinate employees or other assigned individuals (work experience, inmates, etc.). Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Monitors and controls heating, ventilation and air conditioning equipment (HVAC) at assigned facility or other County buildings as necessary (dependent upon facility, may involve the use of a computerized generated monitoring system);
- Performs preventive maintenance and minor repairs on HVAC and refrigeration, plumbing, electrical and security and fire alarm systems at assigned facility or other County building as necessary;
- Supervises and performs general building and grounds activities such as cleaning floors and walls, painting, snow removal, lawn care, etc. at assigned facility or other County building as necessary;
- Inspects plumbing, electrical, HVAC and refrigeration and other mechanical maintenance and work performed by custodial or maintenance employees or private contractors at assigned facility or other County building as necessary;
- May assign and supervise employees various cleaning and maintenance tasks and establish schedules of work;
- Helps the Building and Grounds Working Supervisor prepare tentative budget estimates for maintenance and preventive maintenance activities related to electrical, plumbing and HVAC work;
- Performs quarterly fire drills and safety inspections at assigned facility or other County building as necessary;
- May be required to act in place of the Buildings and Grounds Supervisor in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of electrical wiring; good knowledge of plumbing, heating, refrigeration, ventilating and air conditioning systems and the ability to read and understand building blueprints; ability to plan and supervise building and grounds maintenance activities as described above; mechanical aptitude; good computer literacy, dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from high school or possession of high school equivalency diploma and two (2) years of full-time paid experience or its part-time equivalent with all phases of building construction with emphasis mainly on electrical, plumbing, and HVAC & refrigeration work; **OR**
- (b) Two (2) years of technical education in the electrical, plumbing, and HVAC and refrigeration field.

*Candidates assigned to the Sheriff's Dept. will be subject to a security background check.