

WORKING SUPERVISOR

JOB CODE: 7416
DEPARTMENT: Tioga County Public Works Department, Schools & Municipalities
CLASSIFICATION: Non-Competitive
SALARY GRADE: CSEA - Public Works Grade 1; Varies by location (Schools & Municipalities)
ADOPTED: 9/99, 6/00; Revised: 11/01, 10/02, 7/04, 8/10, 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 the maintenance and construction activities for facilities. The work is performed under the general direction of a higher level county department head, municipal official, or district employee. An incumbent is permitted 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 buildings and grounds maintenance crews and cleaning staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Leads and participates in the activities of work crews and the use of materials and equipment in the maintenance of facilities;
- Supervises various maintenance operations and depending upon location, this may include road, water system and sewer line cleaning;
- Coordinates the use and distribution of equipment between the various maintenance projects;
- Leads and participates in facilities repair and replacement;
- Assists in planning maintenance schedules and work loads;
- Reports to and confers with superior 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 and supervises general inspection of school buildings and consults with staff regarding such inspection;
- Assists in providing general supervision of building cleaning staff;
- May assist with performance evaluations of maintenance and cleaning staff, as assigned;
- May organize and conduct training programs in safety and the performance of maintenance and cleaning duties;
- May perform snow removal at building locations;
- May monitor computerized HVAC control systems;
- May hire 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 and cleaning; 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: Either

- a) Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid work experience or its part-time equivalent in facilities maintenance, building construction, or closely related field; **OR**
- b) Five (5) years of full-time paid experience or its part-time equivalent as described above.

SPECIAL REQUIREMENTS (unless specified otherwise): Possession of a New York State Driver's License at the time of appointment.

SPECIAL NECESSARY REQUIREMENT FOR VILLAGE OF CANDOR: Possession of current Grade C certification from the New York State Department of Health as prescribed by Sub-Part 5 of the New York State Sanitary Code. (08/10)