

WORKING SUPERVISOR (FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the operations and maintenance of all owned or leased buildings and grounds of a school district. An incumbent of this position provides direct supervision to a wide variety of workers involved in the repair and maintenance of school district buildings, their equipment and related facilities including the layout of jobs. Work responsibilities are sufficiently complex to require advance planning, the supervision of and participation in such work, and the maintenance of necessary supplies and records. Work is performed with considerable independence of action, with general supervision given from a school administrator. Supervision is exercised over a large number of skilled maintenance employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to the work activities performed by lower level titles in this series.

1. Supervises and participates in building construction work, repairing, or altering of original construction;
2. Supervises and participates in the repair and replacement of various types of roofing and flooring;
3. Supervises and performs a variety of jobs using cement including drains, sewers and cesspools, steps, foundations, etc.;
4. Supervises and/or performs plumbing installation and repair work including such pipe threading and fitting, repair of drainage systems, installation and repair of kitchen and lavatory facilities, etc.;
5. Supervises and/or performs electrical installation and repair work, including such things as computer networking, rewiring buildings, repairing or installing outlets, wiring thermostatic controls, connecting fixtures, etc.;
6. Performs record keeping activities, i.e. preparation of personnel time sheets, requisitioning of materials and supplies, and the preparation of work progress or other reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the standard practices, processes, materials and safety procedures of one or more of the following: plumbing, steam-fitting, electrical or carpentry trades; thorough knowledge of the tools, terminology and principles of a skilled trade; ability to plan work and to supervise subordinates on the job; ability to act quickly and efficiently in the event of mechanical failure; ability to carry out detailed oral and written instructions; mechanical aptitude; manual dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

WORKING SUPERVISOR (FACILITIES)(Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Five years of work experience as a journeyman in a skilled trade, such as plumbing, steam-fitting, electrical or carpentry and two years supervisory experience;
- OR: (B) Ten years of work experience in either general building construction or in building maintenance work;

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's License is required at time of appointment.

TR1116

ADOPTED: 12/01/04

REVISED: 08/09/11