

BUILDING SUPERVISOR

NATURE AND VARIETY OF WORK

This is supervisory/administrative work over custodial, security and building operational personnel at a major County building complex, for example, the County Courthouse or County Service Building. Work is performed under the general supervision of the Facilities Operation Superintendent who reviews work through appraisals of building cleanliness and equipment operational effectiveness recorded by various building users.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law Section 16-102(59).

Plans, supervises, and reviews the activities of janitors, building maintenance personnel, security personnel, building equipment operators, and similar positions.

Schedules meetings or other uses for specific rooms within buildings; maintains a log of building utilization.

Answers a variety of questions from the public regarding location of specific offices.

Maintains records of cleaning and maintenance operations; supervises a telephone switchboard requiring the services of one or several operators.

Requisitions maintenance and cleaning supplies; maintains records of time worked by custodial and other employees; periodically rates performance of such employees.

Calls in company engineers or other maintenance personnel and works with them in the overhaul, cleaning, repair and maintenance of boilers, air compressors, elevators, air conditioning, plumbing, electrical and related devices, as well as control systems.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the methods, practices, tools, and materials used in building maintenance and operation.

Working knowledge of the methods, practices, tools, and materials utilized by one or more major building trades.

Ability to assign, layout and supervise the work of custodial and maintenance personnel in a manner conducive to full performance and high morale.

Ability to make accurate estimates of time and materials required for building operation and maintenance.

Ability to establish and maintain records of work performed, materials and equipment utilized, and to prepare report summaries from such records.

Ability to establish and maintain effective working relationships with superiors, employees, and the general public.

Some skill in the care and operation of a variety of heating, air conditioning and air moving building equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or GED, plus responsible experience in building maintenance and operations including heating and ventilation systems including two (2) years supervising building operations and maintenance personnel; or an equivalent combination of education, training and experience which provides the required knowledges, skills and abilities.

CREATED: 5/66
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