

BUILDING MAINTENANCE SUPERVISOR I

The Town is seeking a Building Maintenance Supervisor for the Yes We Can Community Center. Yes We Can is a state of the art 60,000 sq./ft. facility featuring two NBA-sized basketball courts, fitness center, dance and TV studio, meeting rooms and much more. The Platinum LEED Certified facility features roof top solar panels, electric vehicle recharging stations and geothermal heating and cooling.

GENERAL STATEMENT OF DUTIES

Supervises a group of skilled and semi-skilled workers engaged in general maintenance and repair work in an institution or public building; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require planning, organizing, and directing semi-skilled activities of subordinates.

TYPICAL DUTIES

- * 1. Supervises, assigns, and coordinates plumbing, electrical, carpentry, and a variety of other maintenance activities.
- * 2. Inspects completed work for accuracy and completeness.
- * 3. Inspects building for needed maintenance and to implement preventive maintenance.
- * 4. Prepares work-time and equipment estimates, and keeps records on work-time and equipment used.
- * 5. Supervises and participates in emergency repair situations.
- * 6. Interprets work diagrams, specifications, and blueprints.
- * 7. Prepares and submits requisitions for tools, supplies, and equipment.
- 8. Instructs new personnel in proper methods and procedures.

***TYPICAL ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the methods, materials, and equipment used in skilled and semi-skilled building maintenance activities.
2. Skill in the care and use of tools and equipment used in general building maintenance and repair work.
3. Ability to supervise, assign, and coordinate a group of skilled and semi-skilled maintenance personnel.

4. Ability to interpret work diagrams, specifications, and blueprints.
5. Ability to work efficiently and use sound judgment in emergency situations.
6. Ability to make accurate work-time and equipment estimates, to prepare requisitions, and to maintain records.

Knowledge of LEED building management, building management systems (CBMS) and heating, ventilation and air conditioning (HVAC) a plus.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

and

Two years of satisfactory skilled experience in the building trades.

NOTE: Experience, as outlined above, in excess of the two-year requirement, may be substituted for high school education on year-for-year basis.

If interested in the position, please email a resume plus cover letter summarizing qualifications to Robert Weitzner, Commissioner of Human Resources, at email: careers@northhempsteadny.gov .