

SUPERVISOR, BUREAU OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing, and directing the operation and maintenance of County owned or leased buildings and grounds including structural, mechanical, and electrical components, and various grounds keeping activities. The work is performed under the general direction of the Commissioner of Public Works with wide leeway provided for the use of independent technical judgment. Supervision is exercised over all technical, maintenance, laboring and clerical personnel employed by the Bureau of Buildings and Grounds. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, coordinates, directs and supervises the operation, maintenance and repair of County buildings and grounds;
 Reviews Engineering plans for proposed construction or alteration of County buildings and makes technical recommendations to the Commissioner of Public Works;
 Prepares estimates of personnel, material and equipment needs for building repair or renovation projects and manages the construction of said projects;
 Prepares Buildings and Grounds Bureau budget for Commissioner of Public Works, setting goals and priorities;
 Develops and implements detailed equipment and facility preventive maintenance plans and records all maintenance and repair work;
 Oversees the purchase of all new and replacement materials and components.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building construction, maintenance, repair, and operation activities in a multiple building/multiple location setting; thorough knowledge of heating, ventilation and air conditioning (HVAC), and electrical system operations and safety procedures; good knowledge of custodial practices and methods; ability to plan, develop, and implement policies and procedures concerning the operation and maintenance of County facilities; ability to plan and supervise the work of others; ability to prepare complex records and reports including a preliminary budget; ability to prepare, interpret and work from complex sketches, blue prints and notes; ability to provide others with technical knowledge concerning buildings and grounds construction and maintenance both orally and in writing; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil, Electrical or Mechanical Engineering or related field AND four (4) years of full-time paid experience, or its part-time equivalent, in building design, inspection, operations or maintenance; at least two of which must have been in a supervisory capacity; OR
2. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in construction, mechanical or electrical technology or related field AND six (6) years of full-time paid experience, or its part-time equivalent, as defined in (1) above; at least two of which must have been in a supervisory capacity; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

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NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

REVISED: 9/1/11, 1/5/15, 7/12/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE