

BUILDINGS AND GROUNDS MAINTENANCE CREW CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for leading and participating in the maintenance and repair of municipal buildings and grounds and other property. The incumbent performs semi-skilled work in one of the building trades and serves as "straw boss" overseeing work details and leading and participating in the work to ensure it is performed in a safe, efficient and timely manner. This position differs from that of Building Maintenance Assistants and Building Maintenance Mechanics in that a Building and Grounds Maintenance Crew Chief routinely oversees a crew and has final responsibility for the work performed. The work is performed under the general supervision of a higher-level public works employee with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads a crew of public works employees in the day-to-day maintenance and repair of municipal buildings and other properties;

Observes the work performed and inspects its final completion in order to ensure safety, effectiveness and efficiency;

Consults with a higher-level public works employee regarding the scope, scheduling and progress of work assigned;

Performs semi-skilled building maintenance and repair work;

Creates and maintains basic records and reports relative to the work performed;

May train employees regarding building and grounds maintenance and repair techniques;

Operates motor equipment related to the work;

May perform manual labor activities relative to the work performed including loading, unloading and moving materials and supplies, lifting, raking and shoveling.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the common practices, tools, terminology and safety precautions associated with modern building maintenance and repair and groundskeeping; good knowledge of city ordinances related to building maintenance and repair and groundskeeping; good knowledge of municipal geography; ability to participate in assigned projects and layout work for others; ability to perform semi-skilled tasks in one or more of the standard building trades; ability to safely and effectively use tools and operate equipment related to building and grounds maintenance and repair; ability to organize and maintain accurate records and files; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

1. An Associate's Degree from a regionally accredited college or university or one recognized by the New York State Education Department and two years of full-time paid experience, or its part-time equivalent, in building construction or maintenance;
OR
2. Four years of experience as noted in (1) above.

NOTE: Possession of a Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Education Department may be substituted for 1 year of the experience noted in (1) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: AUGUST 9, 2012

REVISED: JANUARY 5, 2015

CIVIL SERVICE CLASSIFICATION: COMPETITIVE