

Order Number:

NY1477107

Date Job Order Received:

09/15/2023

Number of Openings:

1

Company Name:

Lewis County Civil Service

Job Title:

Supervisor of Building and Grounds

Minimum Experience Required:

No experience requirement provided.

Job Description:

Lewis County Civil Service is looking for a Supervisor of Building and Grounds. This position Involves responsibility for supervising the efficient maintenance and operation of a variety of buildings, grounds and equipment. An employee in this class supervises, trains subordinates and participates in work of a general mechanical nature which may include masonry, carpentry, painting, plumbing, heating or electrical maintenance and repair. Additionally, an incumbent oversees and may participate in grounds maintenance functions. The work is performed under general supervision of the County Manager with considerable latitude given for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of custodial, maintenance and grounds-keeping employees. The incumbent does related work as required. TYPICAL WORK ACTIVITIES: Assigns subordinate personnel to various cleaning, custodial, grounds maintenance and repair tasks and determines work priorities; Makes regular inspections of buildings and grounds to insure that proper cleaning, maintenance and groundskeeping procedures are being followed, checks for safety and health hazards, and makes recommendations for correction and improvements; Supervises and participates in a wide variety of plumbing, heating, electrical and mechanical maintenance and repair activities; Inspects and exercises supervision over repair and alteration work performed by private contractors; Develops and conducts a preventive maintenance system and schedule for the Countys heating, ventilating, cooling, exhaust, plumbing, fire alarm, emergency lighting, and electrical systems; Develops and implements training programs for subordinates; Conducts periodic inspections of the condition of buildings, grounds and equipment to ascertain maintenance needs; Maintains grounds so they commensurate with Countys vision including, but not limited to, the upkeep and health of trees, shrubs, parking lots, lawns, out-buildings and equipment; Thorough knowledge of modern large scale buildings and grounds operation, maintenance and repair principles and practices; good knowledge of the operation and maintenance of electrical, plumbing, heating, ventilating and cooling equipment; good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; ability to plan, assign and supervise the work of others; ability to understand and carry out complex oral and written instructions; ability to read plans and blueprints; ability to prepare specifications and orders for the delivery of buildings and grounds supplies, equipment and services; ability to operate a micro-computer with purchased software; mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position. MINIMUM QUALIFICATIONS: Open Competitive: Graduation from a regionally accredited or New York State registered two year college with an associate degree in building construction, building maintenance, or engineering technology and three years of experience in buildings and grounds maintenance activities, one year of which shall have been in a supervisory capacity; or Graduation from high school or possession of an equivalency diploma and five years of experience in buildings and grounds maintenance activities, one year of which shall have been

in a supervisory capacity; or An equivalent combination of training and experience as indicated by the limits of (A) and (B) above. Promotion: Thirty six (36) months as a Building Maintenance Worker.

Job Location:

Lowville, New York

Pay:

\$66,607.00 - \$83,587.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Smith, Caitlyn (315) 377-2049

Email: civilservice@lewiscounty.ny.gov

Web-site: <https://lewiscountyny.gov/job/supervisor-of-building-and-grounds/?department=191>