



**Department of Human Resources &
Civil Service**

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
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Career Opportunity – Maintenance Supervisor

Salary \$25.9310 to \$35.8945/hr.

The Allegany County Department of Public Works is seeking qualified candidates for the position of Maintenance Supervisor. This is supervisory and technical work involving responsibility for the efficient and economical maintenance and cleaning of a number of buildings and surrounding grounds. An employee in this class plans and schedules work activities, directs the workforce, maintains pertinent records, prepares specifications and ensures the proper operation and maintenance of building utilities and air handling systems. The incumbent also participates in a wide variety of skilled maintenance tasks. The work is performed under general supervision allowing wide latitude for the exercise of independent judgment in keeping buildings and grounds up to approved standards of cleanliness and operation. The work is reviewed through reports and inspections. Direct supervision is exercised over the work of subordinate maintenance, janitorial and cleaning personnel.

Considerable knowledge of modern large scale building maintenance, repair and cleaning principles and practices; good knowledge of the operation and maintenance of heating, air conditioning, ventilating, electrical and plumbing systems; good knowledge of the tools, terminology and practices of one or more skilled trades; considerable skill in planning and supervising the work of others; working skill reading and comprehending plans, diagrams, and specifications; working skill in maintaining records; mechanical aptitude; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in electrical, engineering, building or construction technology and three (3) years of supervisory experience in large-scale building construction, maintenance or repair activities; or
- (b) Successful completion of sixty (60) credit hours from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with twenty-four (24) credit hours in electrical, engineering, building or construction technology and three (3) years of supervisory experience as defined in (a); or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of supervisory experience as defined in (a).

Special Requirement: Candidate must possess appropriate New York State Motor Vehicle License at time of appointment.

Applying

Interested candidates may submit a complete Civil Service application, resume and cover letter to the Human Resource/Civil Service Department, 7 Court St., Room 216, Belmont, NY 14813.