

## FIELD OPERATIONS SUPERVISOR

GENERAL STATEMENT OF DUTIES: Acts as field supervisor for selected operations of General Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, is responsible for supervising the overall operations of the motor pools and maintenance of the various district office buildings. This involves the planning of maintenance and repair systems and scheduling, the regular inspection of facilities for repair and maintenance purposes, the planning and lay-out of the work required, and the estimation of material costs and man-hour requirements. Responsibility also includes coordinating the maintenance and repair of County-owned automotive equipment. Liaison is maintained with all departments to insure their support services needs are met in these areas. Work is performed with considerable independence in accordance with oral and written work orders received. Supervision is exercised over a number of lower level operating staff.

### EXAMPLES OF WORK:

Supervises the issuance and control of vehicles in the several motor pools;

Assists in maintaining records on the use of the automotive fleet;

Acts as first-line liaison with the various Departments served by the motor pools;

Assists in control over gasoline issuance and usage;

Assists in the analysis of the cost of building operations;

Supervises the operation and maintenance of District Office Buildings;

Acts as first-line liaison with the various janitorial service and maintenance contractors servicing County facilities; inspects work performed by same;

Schedules, coordinates and supervises the movement of furnishing and equipment from one County facility to another;

Acts as liaison with the Department of Public Works for engineering and mechanical support for building maintenance and with maintenance contractors;

Develops and coordinates short-form contracts for renovations and repairs and related work;

Responds to complaints/suggestions of the occupants of the various facilities and users of the motor pools;

Prepares and/or supervises the preparation of reports on activities; inventories, etc., as required.

EXAMPLES OF WORK (continued):

Provides support to other functions of General Services including mail and delivery systems; distribution of materials and supplies by the Bureau of Purchase, Parking Programs, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology of building maintenance and operation; ability to meet emergency situations, such as breakdowns in heating, ventilation and air conditioning, power supply, etc.; ability to schedule and re-assign personnel to meet operating and emergency needs; ability to give effective direct supervision to lower level personnel; ability to get along well with others; ability to schedule the use of a large motor pool such that regular maintenance and repairs are done without significant loss of their availability; resourcefulness and imagination in meeting new and unusual building repair problems; initiative in carrying out repair and maintenance work and in seeking improved work methods; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or trade school diploma or equivalency and either: (a) Bachelor's Degree\* in Business Administration or in a constructional field and four years experience in the building operation trade, two years of which were at the supervisory level; or (b) eight years experience as stated in (a), which must have included the two years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.