

MAINTENANCE FOREPERSON (BUILDINGS)*

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs skilled maintenance and repair work of buildings and provides direct supervision to a wide variety of workers involved in the maintenance and repair of school district buildings, their equipment, and related facilities including the layout of jobs. Work responsibilities are sufficiently complex to require advance planning, the supervision of and participation in such work, and the maintenance of necessary supplies and records. Work is performed with considerable independence of action and is initiated by oral instructions, written work orders or electronically transmitted work orders. Supervision is exercised over employees assigned to the maintenance crew. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in building construction work, repairing or altering of original construction;

Supervises and participates in the repair and replacement of various types of roofing and flooring;

Supervises and performs a variety of jobs using cement and including drains, sewers and cesspools, steps, foundations, etc.;

Oversees electrical installation and repair work performed by an appropriately licensed electrician including such things as rewiring buildings, repairing or installing outlets, wiring thermostatic controls, connecting fixtures, etc.;

Supervises and/or performs plumbing installation and repair work including such things as pipe threading and fitting, repair of drainage systems, installation and repair of kitchen and lavatory facilities, etc.;

Receives, checks and maintains stock;

Recommends new equipment and processes to ease work load and improve efficiency;

Performs clerical work; i.e., preparation of personnel time sheets, requisitioning of materials and supplies, and the preparation of work progress or other reports;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in the performance of the job;

May perform electrical installation and repair work if appropriately licensed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of building maintenance practices, procedures, supplies and equipment; thorough knowledge of building construction methods, materials and practices; thorough knowledge of the terminology used in the operation of a building maintenance shop; good knowledge of the accident and safety precaution connected with such maintenance and repair work; ability to plan and supervise the work of others; ability to work effectively with others; ability to coordinate repair work with the work of other trades; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; ingenuity and resourcefulness; mechanical aptitude; initiative in carrying out repair work and in seeking improved work methods; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) eight (8) years of work experience where the primary function of the position was in the maintenance and repair of buildings and their operating systems (i.e. HVAC, electrical, plumbing or security systems) including or supplemented by one (1) year of experience that involved the scheduling and assignment of personnel; or (b) possession of a high school or high school equivalency diploma and four (4) years of work experience as described in (a), including the one (1) year of specialized experience; or (c) graduation from a two-year post high school trade school course* in a field related to maintenance and repair and two (2) years experience as described in (a), including the one (1) year of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: At time of appointment, incumbent may be required to possess a Master Electrician License issued by the Westchester County Electrical Licensing Board in accordance with Sections 277.702 and 277.707 of Westchester County Law Article XVII. The appointing authority is responsible for ensuring that this license is current and maintained throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
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Job Class Code: S477

Formerly known as "Maintenance Foreman (Buildings)"