

## **BUILDING MAINTENANCE AND OPERATIONS ASSISTANT**

10540

(Competitive)

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for providing support to the Director of Building Maintenance and Operations in the administration of a building and ground maintenance, safety and operations program. Such assistance could be in the areas of repair, cleaning, and inspection of buildings, grounds and operating systems and safety systems. General supervision is received from the Director of Building Maintenance and Operations who allows the incumbent latitude for independent judgment and initiative. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Assists the Director of Building Maintenance and Operations with the following activities:

Developing, scheduling and managing a preventive maintenance program;  
Organizing and maintaining an in-service training program for custodial personnel;  
Ensuring employee compliance to requirements of law and County policy and reporting improper conduct of employees;  
Planning and overseeing security activities;  
Preparing maintenance and operation budgets;  
Maintaining records of time and material expended, supplies inventory and projections of workload;  
Directing snow and ice control activities, tree and decorative planting and pruning;  
Responding to emergencies and organizing employees to cope with indicated needs;  
Inspecting work by custodial personnel to ensure proper housekeeping and care of furnishings and equipment;  
Inspecting buildings and grounds as needed;  
Identifying and reporting mechanical and structural deficiencies and the need for repair or replacement;  
Investigating and reporting on damage to buildings with recommendations for repair and prevention.

May assist the Director of Building Maintenance and Operations with the following activities:

Preparing preliminary plans, specifications and cost estimates of assigned repair and alteration projects;  
Planning and establishing specifications for supplies and materials utilized in maintenance and/or cleaning operations;  
Receiving and acting on citizen complaints regarding County property.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of building maintenance and operation activities.  
Good knowledge of heating plant and air conditioning operations and safety precautions.  
Good knowledge of tools, terminology, and practices of the maintenance trades.  
Ability to inspect and remedy defects in the maintenance and operation of buildings and equipment.  
Ability to coordinate and schedule work assignments.  
Ability to communicate orally and in writing.

Ability to prepare and maintain written material.

Physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS

Open Competitive:

Five (5) years of work experience, or its part-time equivalent, performing maintenance duties or in construction.

#### SPECIAL NECESSARY REQUIREMENT

Possession of a valid drivers license from the New York State Department of Motor Vehicles at time of appointment.

4/2008 Date Revised