

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 7101300**

**Maintenance Supervisor 1, Grade 14 7101300**  
**Maintenance Supervisor 2, Grade 17 7101500**  
**Maintenance Supervisor 3, Grade 19 7150300**

Brief Description of Class Series

Maintenance Supervisors 1, 2, and 3 oversee the activities of skilled trades, semiskilled, and unskilled positions engaged in maintenance, repair, rehabilitation, and construction activities at State facilities.

Distinguishing Characteristics

Maintenance Supervisors perform similar duties; they supervise, coordinate, and direct skilled, semiskilled, and unskilled activities of State, contract, and/or inmate workers under the direction of higher-level maintenance supervisors, plant superintendent or administrative positions who direct the facility's maintenance unit. The level and number of Maintenance Supervisors 1, 2, and 3 classified at a facility or agency is determined by the following factors:

1. Facility size (square footage).
2. Scope of maintenance and repair activities supervised, as evidenced by the variety, number, and level of journey level trades staff and contractors.
3. Maintenance contract management responsibilities (number, mix, and dollar value of projects).
4. Number and level of subordinate staff.
5. Age of facilities (frequency and type of maintenance required, and skill level of staff needed to maintain facilities).
6. Facility use as evidenced by the number of events, residents, inmates, and visitors.

All the factors will be evaluated in the proper classification of a position. Typically, the higher the combined value of the above factors, the greater the allocation.

*Maintenance Supervisor 1:* functions as a working supervisor of journey level trades staff engaged in maintenance, repair, rehabilitation, and construction activities. Maintenance Supervisor 1 positions are located in State facilities in which the volume of work in a single trade is insufficient to warrant a specialized trades supervisory position.

*Maintenance Supervisor 2:* supervises the maintenance program for an agency, facility, region, or group of facilities with up to 500,000 square feet of actively maintained space and with a sizable number of events, residents, inmates, and visitors; directs projects involving four to six building and construction trades\*; oversees at least 15 subordinates, including journey level tradespersons; and manages a moderate number of maintenance contracts.

*Maintenance Supervisor 3:* supervises the maintenance program for an agency, facility, region, or group of facilities with over 500,000 square feet of actively maintained space and with a large number of events, residents, inmates, and visitors; directs projects involving more than six building and construction trades\*; oversees over 25 subordinates, including journey level tradespersons; and manages a large number of maintenance contracts.

\*Building and construction trades include automotive mechanic; carpenter; electrician; locksmith; machinist; mason and plasterer; painter; plumber and steamfitter; refrigeration and air conditioning mechanic; roofer and tinsmith; and welder.

### Related Classes

Employees in supervisory building maintenance positions performing specialized activities are classified under such titles as Trades Supervisor (Carpenter), Trades Supervisor (Plumber & Steamfitter), Trades Supervisor (Electrician), Trades Supervisor (Mason & Plasterer), and Trades Supervisor (Painter).

Public Buildings Managers manage, plan, direct, supervise, and coordinate the operation, maintenance, safety, and security of State facilities.

Plant Utilities Engineers are responsible for the safe and efficient operation of physical plants in State facilities at various State agencies. Positions operate, maintain, troubleshoot, repair, test, and calibrate mechanical and electrical equipment providing heat, hot water, ventilation, air-conditioning and electrical distribution; advise on renovations and replacement of equipment; and initiate energy conservation activities.

Plant Superintendents manage the daily operations of plant utilities and maintenance departments at State facilities. Positions are administrative and managerial in nature and facilitate the centralization of all physical plant and facility maintenance activities to improve operational efficiency.

## Illustrative Tasks

### *Maintenance Supervisor 1*

Supervises and plans the work for subordinate staff.

- Reviews job orders, blueprints, and specifications and, as required, visits the project site to determine dimensions, materials, and labor required to complete the project.
- Prepares rough sketches or plans to scale from oral or written instructions.
- Assigns staff to the project and provides oral instructions and blueprints, specifications and plans.
- Meets with supervisors representing other trades involved in the project to coordinate activities and schedule work to be performed to ensure the effective utilization of staff, materials, and equipment and completion of the project on schedule.
- Observes and inspects work while in progress and when completed to make sure that specific codes and regulations are followed, materials and equipment are used properly, schedules are met, and work is performed according to plan.
- Inspects work performed by outside contractors to ascertain conformance with project specifications.
- Prepares and maintains written records of work performed and completed and accounts for labor and material used.
- Evaluates the work performance of subordinate employees.

Performs the activities and tasks of specialized trades, including but not limited to Trades Specialist positions with a parenthetical designation, such as Carpenter, Mason and Plasterer, Electrician, and Plumber and Steamfitter.

### *Maintenance Supervisor 2 & 3*

Performs the duties described for Maintenance Supervisor 1, or variety of skilled trades supervisory titles.

Plans, supervises, and provides technical direction to skilled, semiskilled, and unskilled employees.

- Reviews maintenance requests; visits the project site to confirm the nature and extent of maintenance requested and to determine such information as

dimensions and the materials, equipment, and labor required to complete the project.

- Prepares or directs the preparation of sketches, plans, estimates of material and labor needs and costs, and work schedules.
- Plans and directs rehabilitation and construction projects.
- Prepares, implements and enforces a preventive maintenance program.
- Orders or directs the ordering of materials and equipment.
- Meets with trades supervisors involved in the project to coordinate and schedule work and to ensure the effective use of labor and material and that the project will be completed on schedule.
- Assigns staff to the project, providing oral and written instructions including such documents as technical manuals, blueprints, specifications, and plans.
- Observes and inspects work in progress and when completed to confirm the proper use of materials and equipment, workmanship, that regulations and codes are followed, schedules are met, and that work is performed according to plan.
- Develops training programs for staff by determining training needs based on observation of work performance.
- Assists staff by providing instructions and assistance in resolving work related problems and in the performance of specific tasks.
- Implements and enforces safety procedures and standards for all facility maintenance operations.
- Inspects work performed by outside contractors for conformance with project plans and specifications.
- Maintains written records of work performed and completed and account for labor and materials used.
- Evaluates the work performance of subordinate employees and take corrective action.

Inspects facility to determine maintenance needs and recommends projects based on findings.

Assists in the preparation of the annual maintenance budget by recommending the resources for labor, materials, and equipment.

Advises institution administrators on the feasibility of proposed projects and equipment purchases.

### Minimum Qualifications

#### *Maintenance Supervisor 1*

Non-competitive: one year of trade experience subsequent to the completion of an apprenticeship or equivalent training and experience such as that required for a Trades Specialist (Carpenter), Trades Specialist (Electrician), Service & Repair Mechanic (Electronics), Trades Generalist, Grounds Construction Supervisor, Trades Specialist (Locksmith), Trades Specialist (Machinist), Trades Specialist (Mason & Plasterer), Service & Repair Mechanic (Motor Equipment), Trades Specialist (Painter), Trades Specialist (Plumber & Steamfitter), Service & Repair Mechanic (HVAC-R), Trades Specialist (Roofing), or Trades Specialist (Welder).

#### *Maintenance Supervisor 2*

Promotion: one year of permanent service as a Maintenance Supervisor 1.

Open Competitive: two years of experience supervising workers in the maintenance and operation of a physical plant; or in building renovation or construction.

#### *Maintenance Supervisor 3*

Promotion: one year of permanent service as a Maintenance Supervisor 2.

Open Competitive: two years of second-level supervisory experience in the operation and maintenance of a physical plant.

#### Attachment

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 10/2021

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Parenthetic Attachment:

*Maintenance Supervisor 1 and 2 (Building)*: positions in this class supervise the work activities of skilled and semiskilled employees performing construction, reconstruction, maintenance, operation and repair of buildings and building equipment. These positions exist only at the New York State Thruway.

Minimum Qualifications:

*Maintenance Supervisor 1 (Building)*

Promotion: one year of permanent service as a Trades Specialist (Carpenter), Environmental Engineering Technician 2, Trades Specialist (Electrician), Trades Generalist, Trades Specialist (Mason & Plasterer), Trades Specialist (Painter), Trades Specialist (Plumber & Steamfitter), Service & Repair Mechanic (HVAC-R), Trades Specialist (Roofing), Senior Engineering Technician, Service Area Mechanic or Supervising Janitor.

Open Competitive: five years of journey-level experience as a Trades Specialist (Carpenter), Trades Specialist (Electrician), Trades Generalist, Service & Repair Mechanic (HVAC-R), Trades Specialist (Mason & Plasterer), Trades Specialist (Painter), Trades Specialist (Plumber & Steamfitter), Trades Specialist (Machinist), Trades Specialist (Roofing) and one year of experience supervising employees engaged in one or more of the above activities.

Substitution: successful completion of technical or vocational training related to the building trades may be substituted for the non-supervisory trades experience on a year-for-year basis up to two years.

*Maintenance Supervisor 2 (Building)*

Promotion: one year of permanent service as a Maintenance Supervisor 1 (Building).

Open Competitive: six years of journey-level experience as a Trades Specialist (Carpenter), Trades Specialist (Electrician), Trades Generalist, Service & Repair Mechanic (HVAC-R), Trades Specialist (Mason & Plasterer), Trades Specialist (Painter), Trades Specialist (Plumber & Steamfitter), Trades Specialist (Machinist), or Trades Specialist (Roofing) and two years of experience supervising employees engaged in one or more of the above activities.

Substitution: successful completion of technical or vocational training related to the building trades may be substituted for the non-supervisory trades experience on a year-for-year basis up to two years.

*Maintenance Supervisor 1, 2 And 3 (Toll Equipment):* positions in this class supervise skilled and semiskilled workers in the installation, maintenance and repair of toll collection equipment and related facilities; ensure that safety standards are maintained; and supervise on-site work performed by highway and building crews. These positions exist only at the New York State Thruway and at the Bridge Authority.

#### Minimum Qualifications

##### *Maintenance Supervisor 1 (Toll Equipment)*

Promotion: one year of permanent service as a Toll Electronic Systems Technician.

##### *Maintenance Supervisor 2 (Toll Equipment)*

Promotion: two years of permanent service as a Toll Electronic Systems Technician, or one year of permanent service as Maintenance Supervisor 1 (Toll Equipment).

##### *Maintenance Supervisor 3 (Toll Equipment)*

Promotion: one year of permanent service as Maintenance Supervisor 2 (Toll Equipment).

*Maintenance Supervisor 2 and 3 (Bridge):* positions in this class plan, supervise, coordinate and report on activities pertaining to the maintenance, repair and rehabilitation bridges. These positions exist only at the New York State Thruway and at the Bridge Authority.

#### Minimum Qualifications

##### *Maintenance Supervisor 2 (Bridge)*

Promotion: one year of permanent service as a Bridge Electrician, Bridge Painter, Trades Specialist (Bridge), Bridge Rigger, Bridge Welder, Crane and Shovel Operator, Bridge Repair Assistant, or a Thruway Maintenance Worker.

Open Competitive: five years of experience in the construction, maintenance, rehabilitation, or reconstruction of bridges, one year of which must have been as a carpenter, ironworker, mason, painter, rigger, structural steelworker, or welder.

Substitution: college course work in a program leading to a degree in construction technology may be substituted for one year of the required experience on the basis of 30 semester credit hours equaling one year of experience.

### *Maintenance Supervisor 3 (Bridge)*

Promotion: one year of permanent service as a Maintenance Supervisor 2 (Bridge), Supervising Bridge Painter 1, or a Supervising Bridge Painter 2.

*Maintenance Supervisor 1 (Electronic Equipment)*: positions in this class are responsible for the maintenance and repair of a wide variety of complex electronic equipment and devices. Incumbents supervise the use, maintenance, and repair of closed-circuit television and public address systems and the maintenance and repair of smoke detection, fire alarm, intercom, sprinkler, and other surveillance systems. The positions supervise Service & Repair Mechanic (Electronics).

#### Minimum Qualifications

##### *Maintenance Supervisor 1 (Electronic Equipment)*

Promotion: one year of permanent service as a Service & Repair Mechanic (Electronics).

Open Competitive: five years of experience in the building electrical trades, including at least one year of journey level experience in the maintenance and repair of complex electronic systems in buildings.

Substitution: successful completion of technical or vocational training related to the electrical or electronics trades may be substituted on a year-for-year basis up to two years.

*Maintenance Supervisor 1 (Fish Hatchery)*: these non-competitive positions exist only at the Department of Environmental Conservation. Incumbents maintain and repair hatchery buildings and residences, including electrical, plumbing systems, heating and ventilating systems, and general maintenance and repair of roofs, windows, walls, floors, millwork, insulation, masonry, valves, and painting.

#### Minimum Qualifications

##### *Maintenance Supervisor 1 (Fish Hatchery)*

Non-competitive: five years of experience in facilities and building maintenance, general building construction and repair, with proficiency in the skilled trades which include journey level experience as a: carpenter; electrician; mason; plumber; heating, ventilating, and air conditioning (HVAC) installer. Journey level experience in forklift maintenance, diesel/propane mechanics, and small engine repair is also preferred.

Substitution: education may be substituted for a maximum of two years of the required experience as follows: study in building construction technology (or similar technology) at a regionally accredited technical college or community college (or one recognized by the NYS Education Department as following educational practices) may be substituted on a year-for-year basis for up to two years of the required experience, at a rate of 30 college credit hours equaling one year of experience. Graduation from a one-year post high school certificate program in building construction technology (or similar technology) may be substituted for up to one year of this experience. Satisfactory experience as an instructor of building construction technology (or similar technology) may be substituted on a year-for-year basis up to two years of the experience, AND candidate must possess a Class B Commercial Driver's License or must obtain one within six months of employment.