

REVISED TENTATIVE

Occ. Code 7101300

MAINTENANCE SUPERVISOR 1, GRADE 14	7101300
MAINTENANCE SUPERVISOR 2, GRADE 17	7101500
MAINTENANCE SUPERVISOR 3, GRADE 19	7150300

New York State Department of Civil Service

Classification Standard

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.

These positions are classified in several State agencies with the largest number in the Office of Mental Health, the Office for People With Developmental Disabilities, the State University of New York, and the Department of Corrections and Community Supervision.

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 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 Supervising Carpenter, Supervising Plumber

and Steamfitter, Supervising Electrician, Supervising Mason and Plasterer, and Supervising Painter.

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

ILLUSTRATIVE DUTIES

MAINTENANCE SUPERVISOR 1

Supervise and plan the work for subordinate staff.

- Review job orders, blueprints, and specifications and, as required, visit the project site to determine dimensions, materials, and labor required to complete the project.
- Prepare rough sketches or plans to scale from oral or written instructions.
- Assign staff to the project and provide oral instructions and blueprints, specifications and plans.
- Meet 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.

- Observe and inspect 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.
- Inspect work performed by outside contractors to ascertain conformance with project specifications.
- Prepare and maintain written records of work performed and completed and accounts for labor and material used.
- Evaluate the work performance of subordinate employees.

Perform the activities and tasks of a variety of positions including, but not limited to Carpenter, Mason and Plasterer, Electrician, and Plumber and Steamfitter.

MAINTENANCE SUPERVISOR 2 & 3

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

Plan, supervise, and provide technical direction to skilled, semiskilled, and unskilled employees.

- Review maintenance requests; visit 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.
- Prepare or direct the preparation of sketches, plans, estimates of material and labor needs and costs, and work schedules.
- Plan and direct rehabilitation and construction projects.
- Prepare, implement and enforce a preventive maintenance program.
- Order or direct the ordering of materials and equipment.
- Meet 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.
- Assign staff to the project, providing oral and written instructions including such documents as technical manuals, blueprints, specifications, and plans.

- Observe and inspect 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.
- Develop training programs for staff by determining training needs based on observation of work performance.
- Assist staff by providing instructions and assistance in resolving work related problems and in the performance of specific tasks.
- Implement and enforce safety procedures and standards for all facility maintenance operations.
- Inspect work performed by outside contractors for conformance with project plans and specifications.
- Maintain written records of work performed and completed and account for labor and materials used.
- Evaluate the work performance of subordinate employees and take corrective action.

Inspect facility to determine maintenance needs and recommend projects based on findings.

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

Advise 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 Carpenter, Construction Equipment Mechanic, Electrician, Electronic Equipment Mechanic, General Mechanic, Grounds Construction Supervisor, Locksmith, Machinist, Mason and Plasterer, Motor Equipment Mechanic, Painter, Plumber and Steamfitter, Refrigeration Mechanic, Roofer and Tinsmith, or Welder.

MAINTENANCE SUPERVISOR 2

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

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

MAINTENANCE SUPERVISOR 3

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

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

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 of 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.

PARENTHETIC ATTACHMENT:

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

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.

MAINTENANCE SUPERVISOR 1 and 3 (MOTOR EQUIPMENT): positions in this class supervise staff engaged in the maintenance, overhaul, and repair of gasoline and/or diesel powered motor equipment, including passenger vehicles, construction and heavy equipment, freight and other commercial cargo vehicles, self-propelled off-road equipment, and non-self-propelled motor equipment.

MINIMUM QUALIFICATIONS

MAINTENANCE SUPERVISOR 1 (MOTOR EQUIPMENT)

Promotion: one year of permanent service as a Motor Equipment Mechanic or Construction Equipment Mechanic.

MAINTENANCE SUPERVISOR 3 (MOTOR EQUIPMENT)

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

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 Carpenter, Environmental Engineering Technician 2, Electrician, General Mechanic, Mason and Plasterer, Painter, Plumber and Steamfitter, Refrigeration Mechanic, Roofer and Tinsmith, Senior Engineering Technician, Service Area Mechanic or Supervising Janitor.

Open-competitive: five years of journey-level experience as a Carpenter, Electrician, General Mechanic, Refrigeration Mechanic, Mason and Plasterer, Painter, Plumber, Machinist, Steamfitter, or Roofer and Tinsmith 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 Carpenter, Electrician, General Mechanic, Refrigeration Mechanic, Mason and Plasterer, Painter, Plumber,

Machinist, Steamfitter, or Roofer and Tinsmith 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 Equipment Mechanic.

MAINTENANCE SUPERVISOR 2 (TOLL EQUIPMENT)

Promotion: two years of permanent service as a Toll Equipment Mechanic, 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, Bridge Repair Mechanic, Bridge Rigger, Bridge Welder, Crane and Shovel Operator, Bridge Repair Assistant, Movable Barrier Operator, 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 Electronic Equipment Mechanics.

Promotion: one year of permanent service as an Electronic Equipment Mechanic.

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.