

MAINTENANCE FOREPERSON (BUILDINGS & GROUNDS MAINTENANCE)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level position, an incumbent of this class has the responsibility for all skilled building maintenance and repair, grounds maintenance, snow removal, and construction activities of the school district. Independent judgment is exercised in performing and supervising the technical phases of work required in this position. Responsibility is exercised over a wide variety of work tasks including the layout of jobs sufficiently complex to require advance planning and the supervision of and participation in such work. Liaison with private contractors working on alterations or new construction work is an aspect of this position. Supervision is exercised over building maintenance and grounds keeping personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Schedules, supervises and participates in building maintenance and repair activities including, but not limited to, building construction work, repairing or altering of original construction, plumbing installation, repair work, and general maintenance, etc.;

Plans, supervises and participates in grounds maintenance, landscaping and snow removal;

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 the maintenance and operation of heating and ventilation systems;

Assigns personnel responsible for maintenance work and plans appropriate work schedules;

Assists high level school officials in preparation of tentative budget estimates for maintenance and grounds keeping components of the school district's operations;

Acts as a liaison between the school district and private contractors working on alterations and/or new construction;

Coordinates the use of buildings and grounds during instructional and non-instructional periods;

Assists in the planning of new projects and facilities and/or confers with district administration concerning upkeep, alterations and repairs;

Participates in interviews and recommends hiring of subordinate personnel;

Oversees and participates in the receipt, storing and distribution of all goods delivered to the school district;

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; thorough knowledge of grounds maintenance practices, procedures, supplies and equipment; good knowledge of use, care, and repair of the automotive equipment used; good knowledge of the accident and safety precaution connected with such maintenance and repair work; ability to plan and supervise all phases of the districts' buildings maintenance and grounds keeping activities; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software; ability to work effectively with others; 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: Possession of a high school or high school equivalency diploma and four (4) years of experience where the primary function of the position was in the maintenance of buildings and/or grounds, including or supplemented by one (1) year of experience that involved the scheduling and assignment of personnel.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a degree in Civil Engineering, Civil Technology, Construction, Landscaping or closely related field may be substituted on a year for year basis for the required work experience. There is no substitution for the one (1) year of experience that involved the scheduling and assignment of personnel.

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 NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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.