

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 11/03/97

Revised: 04/12/99, 05/02/07, 05/04/11, 06/01/11, 09/07/22

BUILDING MAINTENANCE AND SOLID WASTE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a mid-level management position responsible for planning, directing and supervising the maintenance, repair and renovation of municipal buildings and properties. The incumbent is also responsible for planning, directing and supervising the City's solid waste collection and disposal activities. The work is performed under the general supervision of the Assistant Superintendent of Public Works (Streets and Facilities), with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of skilled, semi-skilled and unskilled workers engaged in building maintenance, custodial and solid waste operations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the maintenance, repair and remodeling of municipal buildings and properties;

Assigns personnel for maintenance, repairs and custodial duties;

Designs, plans, prepares cost estimates for construction and maintenance activities in municipal buildings;

Develops, schedules and manages a preventive maintenance program designed to retain buildings, facilities and equipment in a safe operating condition;

Instructs subordinates in the various technical phases of building maintenance, repair and remodeling techniques;

Inspects buildings and facilities including heating, ventilation, refrigeration and lighting systems;

Issues requisitions for purchase of supplies, materials and equipment;

Schedules building and facility maintenance, repair, remodeling and preventive maintenance projects;

Keeps facility records and prepares various reports;

Prepares building maintenance, repair and renovation budget estimates;

Exercises general supervision over solid waste and disposal activities;

Initiates investigations of complaints regarding the collection of refuse and recyclables;

Prepares solid waste activity budget estimates;

Prepares and maintains a variety of records and reports related to solid waste activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of building maintenance and operation activities; good knowledge of heating and air conditioning operations and safety precautions; good knowledge of the principles and practices of coordinating maintenance and custodial staff and materials; good knowledge of building maintenance trades and operations; good knowledge of the practices, methods, tools, terminology, equipment and materials for installation, repair and maintenance of a variety of municipal properties; good knowledge of the modern techniques and methods used for garbage, refuse and trash collection; good knowledge of modern methods used to collect and dispose of recyclable materials, including knowledge of materials that are recyclable and available markets for recyclable goods; good knowledge of the equipment, tools and safety precautions used in the collection of refuse and recyclables; ability to plan and supervise the work of others; ability to understand and interpret rules and regulations; ability to prepare and maintain statistical records; ability to establish and maintain effective working relationships with others; ability to prepare preliminary budget and renovation estimates; ability to communicate effectively, both orally and in writing; ability to successfully work with and serve a diverse local community; reliability; mechanical aptitude; initiative; resourcefulness; good professional judgment; willingness to work in adverse weather conditions; physical condition commensurate with the demands of the positions.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree in Civil Engineering, Construction Technology, Engineering Science or a closely related field with a similar course curriculum and two (2) years of full-time paid supervisory experience, or its part-time paid equivalent, in facilities management or solid waste management; or
- B) Possession of an Associate's Degree in Construction Technology, Engineering Science or a closely related field with a similar course curriculum and four (4) years of full-time paid supervisory experience, or its part-time paid equivalent, in facilities management or solid waste management; or
- C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid supervisory experience, or its part-time paid equivalent, in facilities management or solid waste management; or
- D) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note:

Facilities management refers to the management and oversight of municipal, institutional or commercial buildings, recreational facilities, parking garages, or related facilities. Job responsibilities must include planning, budgeting, supervision of paid staff, scheduling of staff, and the management and coordination of maintenance and repair activities.

Solid waste management refers to the management and oversight of the collection and/or disposal of refuse and/or recyclables. Job responsibilities must include planning, budgeting, supervision of paid staff, scheduling of staff, and the management and coordination of solid waste collection and disposal activities.

Note: College degrees 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 and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.