



Position:	Building Maintenance Supervisor – Full-time, 12-month, Non-unit, Competitive Civil Service, probationary position.
Location:	Otsego Area Occupational Center in Milford.
Qualifications:	<p>Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and; EITHER</p> <ul style="list-style-type: none"> (a) Three years of journey-level experience in one of the recognized skilled trades; OR (b) Four years of experience in general building maintenance and repair work or in one of the standard building trades such as carpentry, plumbing, masonry or electrical work.
Responsibilities:	<p><u>Civil Service Job Description:</u></p> <p><u>Distinguishing Features of the Class:</u> This work involves responsibility for overseeing and participating in work related to the efficient operation of the county-owned buildings or school-owned buildings when employed by a school district including necessary custodial and maintenance activities. The incumbent performs a variety of building maintenance and minor repair tasks. Supervision is exercised over the work of subordinate employees engaged in cleaning and maintenance activities. Work is performed under general direction of a Committee of the Board of Representatives, when employed by the County, or under the general supervision of the Director of Facilities with administrative supervision from the building Principal when employed by a school district, with wide leeway allowed for the planning of work programs. Does related work as required.</p> <p><u>Typical Work Activities:</u> Supervises and participates in the minor repair and maintenance of plumbing, heating and air conditioning facilities; Inspects and leads in the maintenance and minor repair of electric wiring systems, fixtures and equipment; Participates in the repair and maintenance of building exteriors and grounds and makes appropriate recommendations when major repair work is necessary; Oversees and participates in the custodial and cleaning work concerned with the operation of county or school buildings; Oversees the care and maintenance of lawns, walks, shrubs, trees and grounds; Maintains records of supplies, tools and other equipment; Estimates the cost of labor, maintenance and repair projects; Has charge of the requisitioning and occasional direct purchasing of items of supply and equipment; Maintains appropriate records on activities and prepares periodic reports.</p> <p><u>Required Knowledge, Skills and Abilities:</u> Good knowledge of modern building maintenance repair and cleaning practices; good knowledge of the basic principles and practices of operating and maintaining heating and electrical equipment for large buildings; working knowledge of the practices, tools and techniques of one or more of the standard building trades; ability to plan and supervise the work of others; ability to prepare reports and keep records; dependability; mechanical aptitude manual dexterity; good judgment; physical condition commensurate with the demands of the position.</p>

Starting Date:	March 2019
Application Deadline:	Open until filled.
Salary:	Based on education and experience.
Apply To:	A completed application must include an updated cover letter, updated resume, transcripts and at least three professional references and should be submitted at www.olasjobs.org/southern .
Further Information Contact:	humanresources@oncboces.org
Additional Information:	<p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>