



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Public Works

PROMOTIONAL OPPORTUNITY

Job Title: FACILITIES MAINTENANCE SUPERVISOR (Buildings & Grounds)

Salary Range: \$75,106 - \$96,230* (*Based on years of service employed in specified title with Saratoga County)

Work Location: 50 West High Street, Ballston Spa, NY 12020

Classification: Competitive (Exam Required)

Job Description

The Facilities Maintenance Supervisor, under the general direction of the Saratoga County Commissioner and Deputy Commissioner of Public Works, is responsible for planning, organizing, directing and implementing a variety of tasks, including skilled maintenance, repair, renovation, and construction of buildings. The Facilities Maintenance Supervisor also oversees the operation, maintenance, and cleaning of various County equipment and grounds, as well as coordinating snow and ice removal operations. The position entails supervising inspections of worksites and various buildings on a routine basis. The incumbent is afforded significant latitude in exercising his or her independent judgment in planning and carrying out the managerial responsibilities of the position. The Facilities Maintenance Supervisor is also responsible for supervising a staff of employees who possess varied skill sets, including maintenance workers who perform routine building cleaning, maintenance, and repair of both a semi-skilled and skilled nature.

Minimum Qualifications

Candidates must be currently employed in a permanent full-time basis with the Saratoga County Department of Public Works and serving as a Maintenance Mechanic in Buildings & Grounds.

Typical Work Activities (*Illustrative)

- Assigns employees to various maintenance, repair, renovation, improvement, and construction tasks and establishes schedules of work;
- Supervises and performs minor and major repairs to plumbing, HVAC, electrical equipment, furniture and walls, floors, doors and windows, roofs, screens, sprinklers, hardware, fixtures, and various other mechanical equipment and machinery;
- Oversees, supervises, and participates in various miscellaneous skilled maintenance work in the areas of masonry, carpentry, electrical, plumbing, HVAC systems, roofing, sheet rocking, taping, painting, staining, etc.;
- Oversees and participates in the building and installing of shelving, storage cabinets, doors, paneling, flooring, windows, and new hardware;
- Oversees the operation and cleaning of a number of buildings and equipment;
- Inspects and supervises the firing and maintenance of boilers and related HVAC system equipment;



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- Makes inspections of property to ascertain repair needs and may prepare or review cost estimates;
- Orders and accounts for parts and supplies for contracting, custodial, and maintenance activities;
- Inspects painting, carpentry, plumbing, HVAC, electrical, and other mechanical maintenance and construction work performed by maintenance employees or private contractors;
- Inspects the maintenance and cleaning of various buildings on a routine basis;
- May be responsible for checking and maintaining fire extinguishers and fire alarm systems to ensure proper operation in emergencies;
- May be responsible for the maintenance and repair of the security and locking systems and door hardware;
- Operates trucks, automobiles, and other motorized or mechanical equipment;
- Estimates materials required for repairs, renovations, construction, improvements, and maintenance;
- Prepares tentative budget estimates for repairs, renovations, construction, improvements, custodial, and maintenance activities;
- Prepares specifications and RFP's for equipment and repair projects contracted out;
- Performs related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement membership and competitive Compensation Plan
- This position is being filled on a **provisional** basis pending the results of a Civil Service exam to be scheduled at a later date.

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted or until the flyer is removed.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.