

Geneva Housing Authority – Vacancy
Salary range: \$60,298-\$76,340/yr

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

HOUSING AUTHORITY MAINTENANCE SUPERVISOR

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, in Building Construction Technology, Construction Management Technology or a closely related field AND two (2) years of full-time paid experience, or its part-time equivalent, in general building construction, building maintenance or repair work in one of the recognized skilled trades*; OR
2. Graduation from high school or possession of a high school equivalency diploma, AND four (4) years of full-time paid experience, or its part-time equivalent, as described in (1) above. OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's License and maintenance of such license throughout the tenure of employment in the position.

* Skilled trades include journey level experience as a carpenter, electrician, mason, plumber and/or heating, ventilating and air conditioning installer. Definition of 'journey level' - After an employee has undergone sufficient on-the-job training OR completed a formal apprenticeship, a promotion to journey level normally occurs. The promotion depends on knowledge and expertise.

SPECIAL NOTE: EDUCATION: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and overseeing the repair and maintenance of buildings, grounds, and equipment of the Geneva Housing Authority. An employee in this class supervises and participates in work which is generally mechanical in nature and may include masonry, carpentry, painting, plumbing, heating, and ventilating, and electrical maintenance and repair. The work is performed under general supervision with leeway permitted in the planning of work projects and assignments to subordinates. Direct supervision is exercised over the work of subordinate maintenance labor and summer personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises the housing authority maintenance personnel in the day-to-day maintenance and repair of housing authority buildings and other properties;
- Performs semi-skilled building maintenance and repair work;
- Plans and schedules a program of preventive maintenance and repairs for buildings and equipment;
- Consults with a higher-level housing authority employee regarding the scope, scheduling and progress of work assigned;
- Assigns subordinate personnel to various maintenance and repair tasks and determines priority of work;
- Supervises and participates in the maintenance and repair of heating, plumbing, and other related electrical and mechanical equipment;
- Oversees the work performed and inspects its final completion to ensure safety, effectiveness, and efficiency;

HOUSING AUTHORITY MAINTENANCE SUPERVISOR

TYPICAL WORK ACTIVITIES: (Continued)

Conducts periodic inspections of the condition of buildings and equipment to ascertain maintenance needs;
Assists Housing Authority Administrators in determining service and work contract requirements;
Supervises and/or takes part in the maintenance and repair of buildings including painting, roofing, plumbing, carpentry, masonry, electrical, heating and ventilating;
May perform manual labor activities relative to the work performed including loading, unloading and moving materials and supplies, lifting, raking and shoveling;
Estimates cost of maintenance and repair projects;
Requisitions equipment and supplies according to a prescribed manner;
Maintains appropriate records in accordance with State and Federal requirements;
Creates and maintains basic records and reports relative to the work performed;
Assists in overseeing snow removal operations and lawn maintenance at various locations;
May operate and/or perform minor repairs on motor vehicles and various types of power equipment;
May solicit bids for materials and related contract work and oversees the implementation of contracted work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, processes, materials, tools and safety precautions associated with the maintenance and repair of buildings; good knowledge of the operation and maintenance of heating and ventilating equipment; ability to perform skilled work in carpentry, plumbing, electrical, painting and plastering associated with building repairs; ability to understand and carry out oral and written instructions; ability to plan, assign and supervise the work of others; ability to read and interpret plans, blueprints and construction drawings; mechanical aptitude; physical condition commensurate with the demands of the position.

ADOPTED: FEBRUARY 14, 2018

REVISED: 2/4/19; 1/11/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE