

**MAINTENANCE SUPERVISOR**  
(Albany Parking Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Associate Director of the Albany Parking Authority, this is a responsible technical and administrative staff position which entails the overall responsibility for review and development of all new maintenance and preventative programs including maintenance, repair, and building service work at all Albany Parking Authority facilities. The incumbent in this position is expected to provide technical expertise in regards to maintenance operations and related building/grounds maintenance. The work is performed under general supervision, with leeway allowed for the use of independent judgment in accordance with established policies and procedures. Supervision is exercised over all maintenance staff.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Manages, implements and supervises all daily maintenance operations;
- Trains, supervises, counsels, schedules and evaluates all maintenance staff;
- Provides assistance and work direction to support personnel;
- Quality control checks of all facilities daily (or as needed);
- Maintains facility signage including but not limited to scheduled inspections;
- Manages spring and fall cleanups;
- Maintains peak occupancy/remaining parking spaces report;
- Supervises and manages equipment maintenance;
- Reports on any facility damage;
- Performs snow removal tasks by plowing and/or manual removal;
- Performs other duties as assigned;
- Assist with facility maintenance
- Keeps track of supply inventory and replenishes as needed

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current practices involved in the maintenance of modern buildings and grounds;
- Good knowledge of the tools, terminology and practices of the several mechanical and construction trades;
- Ability to establish and maintain efficient working relationships;
- Ability to understand and carry out complex oral and written directions;
- Ability to utilize various power tools;
- Ability to lift, push and pull at least 50 pounds;
- Ability to plan and supervise the work of others;
- Ability to communicate effectively verbally and in writing;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma or trade school certificate and two (2) years of full-time paid maintenance experience

**SPECIAL REQUIREMENT:**

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

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