

Building Maintenance Foreman

North Country Community College is seeking a full-time Building Maintenance Foreman. The position will be a provisional appointment pending the successful completion of the applicable Civil Service exam and must be "reachable" (score w/in the top 3). Residency waived.

This work involves responsibility for leading and participating in the maintenance and repair of municipal buildings and grounds and other property. The incumbent performs semi-skilled work in one or more buildings and oversees work details, and leading and participating in the work to ensure it is performed in a safe, efficient and timely manner. The work is performed under the general supervision of a higher-level administrator with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over custodial and maintenance staff. The incumbent does related work as required.

Typical work activities include, but not limited to:

- Plans and schedules a program of preventative maintenance and repair;
- Assigns employees to various cleaning and maintenance tasks and establishes work schedules;
- Supervises and participates in the maintenance and repair of heating plant equipment and other electrical and mechanical equipment;
- Periodically inspects buildings, grounds and equipment;
- Requisitions equipment and supplies according to prescribed procedures;
- Supervises various cleaning activities;
- Maintains records and prepares reports using a variety of PC software;
- May supervise grounds keeping activities, including turf, fencing, paving, snow removal, etc.

Good knowledge of the practices, tools and equipment used in the cleaning, maintenance and repair of buildings and grounds equipment; good knowledge of ordinary repair methods and practices associated with heating plants, auxiliary generators and motor vehicle equipment; ability to read and interpret blueprints; ability to plan and supervise the work of others; ability to understand oral and written directions; mechanical aptitude; good judgment; thoroughness; good knowledge of safety procedures and policies; physical condition commensurate with the duties of the position.

Minimum Qualifications: Graduation from high school and four years satisfactory experience in building maintenance activities; or equivalent combination of training and experience. Eligibility for an appropriate level New York State Driver's License at the time of appointment.

Applicants: Download application [here](#). Mail to: Director of Human Resources, North Country Community College, PO Box 89, Saranac Lake, NY 12983. Residency waived. We encourage women and minorities to apply. EOE/AAE.