

**Battery Park City Parks Conservancy
POSITION DESCRIPTION**

**POSITION TITLE: Level C Maintenance Supervisor
DEPARTMENT (s): Maintenance**

GENERAL DESCRIPTION OF DUTIES

The Level C Maintenance Supervisor is responsible for providing the daily "hands-on" physical labor required to keep all park sites and structures under BPCPC jurisdiction in a clean, safe, and operable condition. The Level C Maintenance Supervisor reports to the Maintenance Foreperson(s) and the Director of Maintenance. The Level C Supervisor supervises Level C Maintenance Workers and Hourly Level C Maintenance Workers.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined, herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervise the daily work of all personnel involved in the cleaning operations of BPCPC, which include but are not limited to:
 - Schedule cleaning, personnel and organize staff into work crews on a daily basis for all park areas, Tribeca Bridge and Rector Street Bridge.
 - Assignment of work tasks to work crews and individuals.
 - Maintain a computerized daily time keeping system and task record system.
 - Maintain a computerized inventory of cleaning supplies, tools, and equipment.
 - Maintain rigorous OSHA safety standards for cleaning operation.
 - Maintain rigorous cleanliness standards.
 - Ensure that work procedures are followed.
 - Maintain uniform standards.
 - Ensure that all equipment, tools and supplies relating to cleaning operation are properly used, maintained and inventoried.
 - Report on and document the daily evaluation of cleaning crew members and assist in preparing formal evaluations of all cleaning crew staff.
 - Monitor and supervise cleaning operations at the Tribeca Bridge and Rector Street Bridge on a daily basis.

- Perform janitorial duties for park sites and structures by mobilizing the skill, physical capability, tools, supplies, and staff needed to perform the following tasks:
 - Collecting and disposing of all debris as a result of daily park usage, special events, or specific work.
 - Manual and mechanical sweeping & washing down of hard surfaces.
 - Graffiti and sticker removal.
 - Daily cleaning and replacement of supplies for public restrooms.
 - Daily cleaning & raking of sand areas within all playgrounds.
 - Sweeping, mopping, stripping, waxing, dusting, vacuuming, cleaning, & other related office

- janitorial services.
 - Snow and ice removal, including the use of snow shovels, ice breakers, snow blowers and salt spreaders on an emergency and non-emergency basis during weekdays and weekends.
 - Unloading of maintenance supply deliveries.
 - Safely and effectively operate, train, and test other staff in the use of, and maintain in a safe, effective, and efficient manner the following types of tools and equipment without posing a risk to co-workers and the public:
 - Vehicles such as bicycles, electric trucks, tractor, and pick-up truck.
 - Cleaning equipment such as pressure washers.
 - Gasoline powered equipment such as generators, leaf blowers, vacuums, air compressors, etc.
 - Hand tools such as shovels, brooms, dustpans, weeding knives, etc.
 - Safety equipment including face masks, protective gloves, ear protection, hard hats and goggles.
 - Work as a team member of the Maintenance Crew maintaining a positive work relationship/environment with fellow crew members and the rest of BPCPC staff by:
 - Working closely in cooperation with all BPCPC and BPCA departments and staff to ensure that the parks of Battery Park City are maintained at the highest standards.
 - Work in large and small groups as well as independently.
 - Help train other crew members in the use of machinery or in the performance of particular tasks.
 - Act as a leader by providing a good example in terms of quality of work, punctual and regular attendance, and proper use of BPCPC uniform.
 - Expand one's knowledge of the field by learning from one's leaders and peers and by taking advantage of educational opportunities on the job and in the form of workshops and seminars off-site.
 - Interact with the public by providing directions and information in a polite, friendly and informative manner.

ADDITIONAL RESPONSIBILITIES

- The Level C Maintenance Supervisor will assist and will organize cleaning crew members to assist Level B & Level B Assistant Maintenance Workers in the performance of site operations tasks such as but not limited to:
 - Painting and paint removal by hand and mechanical means.
 - Masonry repairs such as: cobblestones, hex pavers, caulking, concrete patching, minor stonework repair, and general weather proofing.
- Use of proper protective equipment so as to be in compliance with all OSHA safety requirements.

QUALIFICATIONS AND EXPERIENCE

High school diploma or G.E.D. required. College coursework and technical training in relevant skills are highly desirable.

This position requires a minimum of three (3) to five (5) years of supervisory experience in a similar role.

Candidate must have extensive experience with interior office and facility maintenance and cleaning procedures.

Must be able to work on weekends.

This position requires a willingness to perform physical labor outdoors in all types of weather.

Must have computer skills and must be able to use word processing and computer software such as Microsoft Word, Excel and Workplace.

Must be able to work independently and exhibit good judgment.

Must be able to interact with all levels of management and staff and have good English speaking language skills.

Must have excellent supervisory and organizational skills.

Valid U.S. driver's license required.

Please submit resumes to: HR@bpca.ny.gov

Battery Park City Parks Conservancy is an Equal Opportunity Employer.