

STATE UNIVERSITY OF NEW YORK AT BINGHAMTON ANNOUNCEMENT OF VACANCY

DATE: August 24, 2026

TITLE: Maintenance Supervisor 1

DEPARTMENT: Facilities Management

GRADE/SALARY RANGE: SG-14 - \$56,506

NUMBER OF POSITIONS: One

BRIEF JOB DESCRIPTION: This position is a working supervisor with direct responsibility for the operation of the painting and masonry crews. This position plans and participates in the work, and deploys a subordinate crew of skilled, semi-skilled and relatively unskilled employees engaged in the specialized areas of painting and masonry in the building trades. This individual must also have a working knowledge of both the painting and masonry trades which includes the following: Skill in the preparation and application of paints to different types of surfaces, removal and installation of wall coverings, preparation of forms for concrete work; knowledge of use of building materials such as: brick, plaster, concrete, mortar, asphalt, stone, terrazzo, and block. This individual may act as the lead coordinator in multi-trade projects. Position observes and inspects work of others while in progress, and when completed, to ensure sound maintenance practices are being maintained.

MINIMUM QUALIFICATIONS: One year or more experience as a skilled tradesperson with specific experience in the paint and masonry trade, plus one year of supervisory experience of three or more skilled or unskilled employees. Additionally, candidates must possess the following job skills:

- Working knowledge of the methods, materials, tools and equipment used in the painting and masonry trades.
- Working knowledge of the principles of effective supervision.
- Ability to train and supervise others.
- Ability to schedule work.
- Ability to use the tools, machines, equipment, and materials of the painting and masonry trades.
- Ability to read and interpret plans, diagrams, mechanical blueprints, and specifications.
- Must be able to estimate projects and have the ability to make standard arithmetic computations, to size and locate various details of the work, and to calculate the quantity of materials and labor required to complete the project.
- Ability to effectively communicate with clients, both staff and students.
- Ability to understand and carry out oral and written instructions.
- Must possess and maintain a license to operate vehicles in New York State .

The person in this position will be required to possess the computer skills necessary to use Microsoft Word and Excel, email, MAXIMO work order system, KRONOS time management system, and any other programs necessary to effectively complete his/her work. This individual must practice and promote the Facilities Fundamental Management Objectives and conduct himself/herself in a professional and positive manner while representing the Department and University.

SPECIAL INFORMATION: Since the nature of the campus requires continuous service and emergencies may arise during other than normal work hours, employee in this position will be required to provide a home telephone number and be willing to accept emergency call-ins and overtime work when necessary. This position carries essential employee status. The assignment for this position is from 7:00 am – 3:30 pm Monday through Friday. Saturday & Sunday are pass days.

ADDITIONAL INFORMATION: The successful candidate for this position must be able to perform the duties and responsibilities of the position satisfactorily. Since the activities of other employees depend upon the availability of advice and counsel from the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy.

Internal candidates interested in the above position should indicate their interest by completing a PA-81 form; obtainable in the Office of Human Resources. All other applicants should complete the HR-001 Binghamton University Employment Application; obtainable at www2.binghamton.edu/human-resources/forms. Completed forms are to be returned to the Office of Human Resources, Binghamton University, P.O. Box 6000, Binghamton, NY, 13902. Applications will not be accepted in Facilities and must be returned to Human Resources no later than **September 3, 2026**.