

Facilities Shopkeeper Tompkins County

Department: Public Works - Facilities Division

Classification: Competitive

Labor Grade: 8

Approved: 12/2002

Revised: 01/04; 12/14

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Associates degree in business management, accounting, construction technology or a closely related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of experience with inventory control, purchasing and receiving.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

The successful candidate will possess a valid New York State Class D driver's license at the time of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for managing the procurement, storage and distribution of materials for maintenance, cleaning, repair and construction projects. Responsible for receiving, logging, distributing and tracking facility related work orders and equipment. The work is performed under direct supervision of the General Maintenance Supervisor in accordance with established policies and procedures. Work requiring more independence and responsibility is given to the incumbent as his/her skill level increases. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Receives customer service requests from various County Departments, distributes and tracks work orders;
- Orders, receives, checks and issues supplies, tools and equipment; Inputs and maintains a computerized inventory of parts and facility related mechanical and electrical equipment and their related repair histories;
- Arranges and assures preventive maintenance is routinely done;
- Works with vendors and management to estimate cost of parts and labor in determining the advisability of repair or replacement of equipment;
- Assists in writing specifications for equipment repair and replacement;
- Assists in preparing budgets and tracks expenditures;
- Must have the attitude and ability to maintain positive customer and vendor relations;
- Operates a motor vehicle equipped with a plow or operates a snow blower or a shovel to clear snow as required;
- Performs equipment cleaning and maintenance, light building cleaning and maintenance, and other related work as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of methods and practices for receiving, storing, maintaining, and issuing supplies and equipment;
- Good knowledge and ability to apply computer programs in administration of facilities functions;
- Working knowledge of the tools and equipment used in facilities maintenance;
- Ability to answer phone, take messages and relay those messages to appropriate personnel;
- Working knowledge of business arithmetic, English, and spelling;
- Excellent oral and written communication skills;
- Ability to communicate and work well with others;
- Ability to develop cost analysis to determine effective repair and replacement of equipment;
- Ability in effective long range planning and budgeting;

- Has initiative, is conscientiousness and dependable;
- Willingness to work outdoors and respond to emergency work – including but not limited to snow removal;
- Ability to lift heavy objects and performs activities involving considerable strenuous effort;
- Physical condition commensurate with needs of the position;
- Dexterity;
- Willingness to use and operate potentially harmful equipment, tools, machines and motor vehicles including snow plows and snow blowers;

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