

**CLASS TITLE: BUILDING MAINTENANCE SUPERVISOR
(CORRECTIONS)**

**Class Code: 02339500
Pay Grade: 20
EO Code: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In a correctional environment, to be responsible for planning and supervising specific phases of a building and grounds maintenance program; to supervise the work of skilled trades personnel, helpers, and inmates performing a variety of tasks; to participate in such tasks; and to do related work as required.

SUPERVISION RECEIVED: Receives general and specific directions from a superior; work is reviewed through inspection and/or by analysis of reports.

SUPERVISION EXERCISED: Supervises and assigns work to skilled trade's personnel, semi-skilled laborers, inmates and others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In a correctional environment, to be responsible for planning and supervising specific phases of a building and grounds maintenance program.

To supervise the work of skilled trades' personnel, helpers, and inmates performing a variety of tasks and, as required, to participate in such tasks.

To maintain records of materials used and to prepare reports of progress on specific assignments.

To make inspections of buildings, grounds and equipment to determine repairs and maintenance needed.

To participate in making repairs to or adjustments of such equipment, machinery and systems.

To maintain records by work order of materials used and prepare reports of progress on specific assignments.

To oversee the repair and maintenance of building systems including HVAC, lighting, plumbing fixtures, steam lines, steam heating, security, and cooking equipment.

To inspect work areas and insure that proper security and safety measures are being followed.

To read blueprints and specifications for various maintenance jobs; to estimate materials and labor needed; and to requisition materials and supplies.

To make repairs to security systems, both electronic and mechanical.

To enter and retrieve data by means of direct digital computer based microprocessing operating systems.

To operate automotive equipment such as automobiles or small trucks, as well as aerial lifts.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the standards, practices, processes, tools, and materials used in general building maintenance trades; a working knowledge of the occupational hazards and safety precautions of building maintenance and construction; a working knowledge of direct digital computer based micro-processing operating systems; a working knowledge of programs, graphs, and schedules as they pertain to various building automation systems; the ability to plan, assign, and supervise the work of various groups of skilled and semi-skilled workers, and inmates engaged in general building maintenance; the ability to make and work from sketches, blueprints, and plans for improvement and alteration of buildings and equipment; the ability to estimate amounts of material necessary for assigned maintenance work; the ability to work in security areas of a correctional institution and follow security protocols; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and/or completion of at least two years of trade school in areas involving building maintenance and repair; and

Experience: Such as may have been gained through: experience in facility operations, including supervision, and which has involved at least two of the building, plumbing, electrical or mechanical trades.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate. Must possess and maintain a valid Rhode Island driver's license as a condition of appointment. Upon employment must obtain and maintain certification to operate an aerial lift unit.

Class Revised: December 29, 2002

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