

CLASS TITLE: BUILDING MAINTENANCE SUPERVISOR

Class Code: 02339400

Pay Grade: 18G

EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning and supervising specific phases of a building and grounds maintenance program; to supervise varied groups of trades employees and helpers engaged in a variety of building maintenance and groundskeeping tasks; and to do related work as required.

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

SUPERVISION EXERCISED: Supervises and assigns work to a maintenance force which includes skilled trades, skilled and semi-skilled laborers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning and supervising specific phases of a building and grounds maintenance program.

To supervise varied groups of skilled trades employees and helpers engaged in a variety of building maintenance and groundskeeping tasks.

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

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

To receive emergency maintenance calls and assign trades employees to make repairs.

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

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the standard practices, processes, tools and materials involved in trades related to general building maintenance; a working knowledge of the occupational hazards and safety precautions of building maintenance and construction; the ability to plan, assign and supervise the work of a varied group of skilled and semi-skilled workers; the ability to make and work from sketches or plans for improvement or alteration of buildings and equipment; the ability to estimate amounts of material necessary for assigned maintenance work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; and

Experience: Such as may have been gained through: employment at the level of a sub-supervisor in one of the building, electrical or mechanical trades.

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

Class Revised: August 26, 1979

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