

CLASS TITLE: GENERAL MAINTENANCE SHOP SUPERVISOR

Class Code: 02334800

Pay Grade: 24

E.O. Code : G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, supervise and review the work of skilled trade workers and semi-skilled workers and helpers in an assigned facilities maintenance discipline involving; carpentry, painting, general/preventative maintenance or another similar trade shop discipline for the installation, repair, maintenance and alteration of plant facilities and equipment; to evaluate projects, estimate time and materials required to complete projects and to monitor each projects progress to insure timeliness; to develop work schedules and a preventative maintenance program in a designated trade discipline and apply them to the activities of assigned staff; to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgment; work is reviewed for proficiency and conformance to established policies, procedures and instructions.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of skilled trade workers and semi-skilled workers and helpers in assigned trade disciplines; reviews work for proficiency and conformance to instructions and acceptable standards.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, supervise and review the work of skilled trade workers and semi-skilled workers and helpers in an assigned facilities maintenance discipline involving; carpentry, painting, general/preventative maintenance or another similar trade shop discipline for the installation, repair, maintenance and alteration of plant facilities and equipment.

To evaluate projects and estimate time and materials required to complete projects and to monitor each project's progress to insure timeliness.

To obtain building permits if required.

To develop work schedules and a preventative maintenance program in the designated trade discipline and apply them to the activities of assigned staff.

To coordinate work assignments between other facilities and maintenance trade shops which may include pipefitting, sprinkler fitting, refrigeration, plumbing, electrical, general/preventative maintenance, carpentry, painting, plastering, masonry, etc.

To review and evaluate the performance of assigned workers to determine adherence to established work schedules.

To read plans and blueprints and determine the scope of work, materials needed, staff requirements and availability.

To inspect buildings, structures, and utilities, noting their condition and necessity for repair and to arrange for such repairs.

To provide training and guidance to assigned skilled trade workers (including apprentices) and other staff, and to review and evaluate work performance to ensure compliance to established standards.

To order materials and maintain an adequate inventory of required materials to carry on shop or maintenance work.

To be responsible for ensuring the adherence to established safety rules and regulations.

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

To do related work as required.

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the standard practices, processes, tools and materials associated with an assigned trade designation as it relates to general building maintenance; a thorough knowledge of the occupational hazards and safety precautions of building maintenance and construction; the ability to plan, coordinate, assign and supervise the work of a designated group of skilled trade workers and semi-skilled workers and others assigned to assist; the ability to train and guide workers in the performance of assigned tasks; the ability to develop work schedules and a preventative maintenance program and ensure the adherence of such; the ability to interpret plans and blueprints for improvement or alteration of buildings, grounds and equipment; the ability to estimate amounts of material and staff hours necessary for assigned maintenance and repair work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in a supervisory position relevant to the designated field of carpentry or general maintenance as it pertains to maintaining buildings and structures, including the maintenance of related equipment and machinery.

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

SPECIAL REQUIREMENTS:

1. At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate; **and**
2. Must possess and maintain a valid Rhode Island driver's license as a condition of employment.

Class Created: February 20, 2005