

FACILITIES MAINTENANCE SUPERVISOR
(ADMINISTRATIVE COMPLEX)

CODES/PAY RANGE

Class Code: 2248

EEO Code: G

Pay Range: 123

MAJOR FUNCTION

Responsible skilled work in supervising and performing maintenance and repair of buildings and facilities.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises and participates in the work of maintenance personnel engaged in maintenance, repair, remodeling and renovation of various buildings and facilities. Assures that work is performed in accordance with accepted trade practices and in a safe manner with little waste of time and materials. Reads blueprints and/or sketches. Lays out work to be performed. Orders materials and assures that correct construction methods are utilized.

Coordinates work with sub-contractors and reviews materials and workmanship. Makes sure that work and materials conform to building codes. Plans renovations and modifications of buildings and structures. Estimates time, materials, and costs. Maintains records and makes reports as require. Confers with divisions regarding the maintenance needs and problems. Makes recommendations for the routine renovation and building maintenance projects.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods, techniques, tools, and materials used in the building trades. Knowledge of occupational hazards associated with the building trades work and related safety precautions.

Ability to lay out work and instruct workers in a variety of remodeling and maintenance work. Ability to establish and maintain good working relationships with associates and the general public. Ability to read and interpret sketches and blueprints.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and four (4) years experience in the general

(Facilities Maintenance Supervisor - Administration Center continued)

building trades including some experience as a foreman or in a similar supervisory capacity. Experience as a journeyman electrician or air conditioning mechanic.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Heavy work. Ability to lift (40 lbs.), talk, hear, see, walk, handle, feel, grasp.

Environmental Demands: Inside and outside work. Limited exposure to chemicals, fumes, noise, dust.

Mental Demands: Ability to read and comprehend technical manuals and instructions; safety instructions, procedures, memos, letters; blueprints, schematics. Ability to perform shop math. Ability to speak clearly and concisely. Ability to write instructions, procedures, memos, reports.

Revised 10/94