

**BUILDING MAINTENANCE SUPERVISOR 1****Nature of Work**

Under general supervision at the full-performance level, directs the upkeep and management of buildings for a small institution or state facility. The work is reviewed through visual observation and written reports. Performs related work as required.

**Distinguishing Characteristics**

This level of the class series is differentiated from Building Maintenance Supervisor 2 by a lesser managerial role and less authority to decide which projects will take priority. Normally the incumbent is responsible for upkeep of one building or works under the supervision of a higher level Building Maintenance Supervisor in a large building complex.

**Examples of Work**

Issues instructions to subordinates concerning cleaning, repair and maintenance of mechanical and electrical equipment, plumbing, and building structure.  
Plans renovations and decorating of office areas.  
Maintains adequate safety protection for public and building occupants by insuring the elimination of fire and other safety hazards.  
Participates in building maintenance functions using carpentry, electrical, plumbing, roofing and other maintenance skills.  
Makes arrangements for additional lighting, heating, and ventilating equipment as necessary.  
Purchases maintenance and cleaning supplies from local suppliers.  
May supervise an automotive repair shop.

**Knowledge, Skills and Abilities**

Knowledge of the various phases of janitorial work, janitorial supplies, and office furniture repair and maintenance.  
Knowledge of building maintenance.  
Knowledge of a variety of maintenance trade skills.  
Knowledge of safety regulations and precautionary measures.  
Ability to recognize maintenance needs and determine appropriate action to meet these needs.  
Ability to direct and instruct subordinates in carrying out assignments.  
Ability to maintain an adequate supply inventory.

**Minimum Qualifications**

Training Graduation from a standard high school or equivalent.

Substitution Additional experience as described below may be substituted on a year-for-year basis for the required education up to four years.

Experience Three years of full-time or equivalent part-time paid employment in general maintenance or construction work on buildings, grounds, or electrical and mechanical equipment, at least one year of which has been in a lead-work or supervisory capacity.

Substitution Successful completion of study in an accredited college or university in building trades, or related business or vocational school training may be substituted for the general experience on a year-for-year basis up to two years.

Special Requirement Specific positions may require certification from a federal EPA approved testing organization as a certified technician required by the Clean Air Act on refrigerant recycling.

Established: 10/16/91  
Revised: 12/1/91, 9/22/97  
Effective: 9/22/97