

BUILDING MAINTENANCE SUPERVISOR 2**Nature of Work**

Under general supervision, at the full-performance level, plans, organizes, and directs the upkeep and management of buildings for a large institution. Organizes and directs the work of skilled and semiskilled trades-workers performing facilities maintenance and repair. Performs related work as required.

Distinguishing Characteristics

This class is distinguished by a greater amount of time spent in direct supervision of building maintenance staff and by responsibility for maintenance of a larger facility or institution.

Examples of Work

Organizes and directs the work of crews cleaning buildings, repairing and maintaining mechanical and electrical equipment, plumbing systems, and building structure.

Ensures compliance with fire, electrical, OSHA, and other applicable laws, rules, and regulations.

Develops, interprets, and revises blueprints for specific maintenance projects.

Inspects building facilities continuously to ensure proper maintenance.

Maintains supply inventory and requisitions supplies and materials as needed.

Reviews, evaluates, and verifies employee performance by inspecting completed assignments, and reviewing work product and work performance.

Establishes schedules and priorities for maintenance, repair, and construction projects.

Analyzes and prepares budgets, cost estimates, material and labor estimates, equipment requirements, and delivery schedules.

Maintains employee time records for payroll purposes; writes activity reports as necessary.

Plans renovations and other special projects.

Establishes procedures for carrying out maintenance responsibilities.

Determines the need and arranges for additional lighting, heating, ventilation, and other needed equipment.

Knowledge, Skills and Abilities

Knowledge of the standard methods, practices, tools, and equipment used in building maintenance.

Knowledge of employee policies, procedures, and supervisory techniques.

Knowledge of local, state, and federal building safety codes.

Knowledge of a variety of maintenance trade skills.

Knowledge of the principles and techniques of administrative management.

Ability to plan, organize, and direct the work of skilled and semiskilled building maintenance workers.

Ability to read, interpret, and revise blueprints and building plans.

Ability to make material and labor estimates and computations.

Ability to prepare plans, specifications, schedules, and cost estimates.

Ability to keep accurate records such as inventory and time sheets.

Ability to set goals, monitor progress, and adjust resources to accomplish objectives.

Ability to communicate effectively orally and in writing.

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

SUBSTITUTION Experience as described below may be substituted for the required training on a year-for-year basis.

EXPERIENCE Five years of full-time or equivalent part-time paid experience in general maintenance or construction work on buildings, grounds, or electrical and mechanical equipment, at least two years of which must have been in a 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 three years.

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