

PLANT MAINTENANCE SUPERVISOR II

DESCRIPTION OF WORK

This is supervisory work involving maintenance of the physical plant facilities at a state institution. Employees perform supervisory and administrative maintenance work as supervisor in charge of physical plant facilities in a medium sized institution, as a supervisor in charge of a building program at a large institution, or as an assistant to a professional engineer in large plants having complex mechanical equipment requiring continuous surveillance and maintenance. Work requires employees to possess detailed trades knowledge and supervisory capability applicable to work assignments. Duties include the training and supervising of subordinate employees and coordinating work with technical and administrative supervisors. Work is reviewed through conferences, inspections, and prepared reports.

EXAMPLES OF DUTIES PERFORMED

Plans, assigns, and reviews the work of subordinate maintenance and grounds personnel engaged in the installation, maintenance, renovation, and operation of physical plant facilities.
Under supervision of an engineer, directs building maintenance, generally consisting of a housekeeping unit, a preventive maintenance unit, and various trade shops under the supervision of trades foremen.
Directs the operation and maintenance of a complex air conditioning and air exchange system in a large hospital; supervises mechanical maintenance program requiring continuous surveillance to insure uninterrupted service.
Prepares specifications for materials required in repairing or replacing mechanical installations.
Reviews shop drawings for accuracy and completeness, and inspects work to determine adherence to plans and specifications.
Keeps records and prepares monthly reports of plant operation including a summary of maintenance and repair work performed and the cost of electricity and steam produced.
Confers with superior in preparing budget estimates for materials, equipment, personnel, and funds needed for building and maintenance work.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the methods, processes, tools, equipment, and materials used in physical plant maintenance.
Skill in the use of machine shop equipment.
Ability to prepare and interpret building and mechanical layout plans and specifications.
Ability to estimate cost and amount of needed repair and replacement parts for operating equipment and building structures.
Ability to evaluate the effectiveness of equipment operations and to make necessary repairs or charges in operation methods to improve plant operations.
Ability to establish and maintain effective working relationships with employees and with unit heads in the hospital.
Ability to plan and direct the work of subordinate skilled, semi-skilled, and unskilled employees.

NC 07981
OSP Rev. 12/94

Minimum Education and Experience

Graduation from high school and six years of technical and supervisory experience in the installation, maintenance, and repair of physical plant facilities; or an equivalent combination of education and experience.

Necessary Special Qualification

May require current certification by the EPA as a Type I, II, III or Universal technician as required by 40 CFR part 82, subpart F.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.