

FACILITY MAINTENANCE SUPERVISOR I

This is hands on technical work and limited supervisory and administrative work in the management of routine maintenance and repair operations at a small sized facility of limited complexity, variety and number of buildings and structures.

Employees supervise, plan, review and evaluate the work of subordinates; assist in screening, interviewing and the selection of applicants; provide on-the-job training; counsel and may administer limited discipline to subordinates; and develop and make adjustments to the short term assignments, schedules and priorities. Employees are working supervisors and participate in the maintenance, repair and minor renovation work to buildings, equipment and utility systems. Work normally includes making the final technical decision in a variety of trades, maintaining stock control procedures for tools, parts and supplies, and advising management concerning the technical aspects of maintaining, replacing or renovating equipment and facilities. Employees may have some responsibility in a few functions such as housekeeping, grounds and vehicle maintenance, drawing working plans for minor renovations and repairs, cost estimating of repairs and other projects, operation of water and/or waste water treatment plants, participating in facility master planning, outside bid package development and implementation, reviewing and commenting on plan sheets from outside designers and contractors, monitoring and inspecting contractor construction and renovation projects, acting as liaison to local officials and regulatory agencies, and participating in the overall management and policy making for the facility. Employees normally work under fairly close supervision and review, are responsible for inspecting the facility for maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan the daily and weekly work schedules and establish the shorter-term priorities and deadlines within established objectives and goals.

Organizing and Directing - Employees assign work to subordinates and make adjustments in work schedules or work flow to balance the workload.

Budgeting - Employees normally have little involvement in administering budgets other than developing estimates and prioritizing and recommending parts, equipment, material and other needs.

Training - Employees generally provide on-the-job training to their subordinates and will occasionally recommend outside technical training.

Setting Work Standards - Employees develop and recommend work rules and usually use building codes, the National Electric Code and standard trade practices for their quality standards.

Reviewing Work - Employees review most completed work, make the final technical decisions and have the authority to accept, amend or reject work.

Counseling and Discipline - Employees are responsible for resolving informal complaints and grievances and for participating in formal actions. Employees normally have the authority to administer oral warnings.

Performing Other Personnel Functions - Employees screen applicants and participate in interviews. Candidate evaluations and recommendations are normally made jointly with their supervisor.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually very stable with only occasional changes in codes, procedures, methods and equipment.

Variety of Work Supervised - Employees make technical decisions in most trades including carpentry, plumbing, HVAC, electric, masonry, welding, painting and mechanics.

Number of Employees Responsible For - Employees direct and supervise a small work staff composed of at least two permanent maintenance subordinates along with temporary workers.

III. EXTENT OF SUPERVISION RECEIVED:

Employees work under relatively close administrative and limited technical supervision. Projects are both assigned by their supervisor and self generated.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Working knowledge of repair, maintenance and construction techniques and of the tools, methods, practices, materials and equipment used in the building and mechanical trades. Working knowledge of building codes and all other rules and regulations governing repair, maintenance and construction of facilities. Ability to perform journey level work in a variety of trades and to read schematics and blueprints. Ability to train, direct and supervise subordinates and to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - High school or General Educational Development diploma and three years of progressive experience in facility maintenance including journey level experience in at least three building or mechanical trades; 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.