

FACILITY MAINTENANCE SUPERVISOR III

This is supervisory, administrative and some hands on technical work in the management of maintenance and repair operations at a small sized facility of advanced complexity with a fairly limited number and variety of buildings and structures; or at a larger facility of lesser complexity and variety. The population served by the facility may cause the use of special maintenance measures and security related procedures and materials.

Employees supervise, plan, review and evaluate the work of subordinates; screen, interview and recommend applicants for vacant positions; provide on-the-job and outside training; counsel and administer discipline to subordinates; and develop and make adjustments to the shorter term assignments, schedules and priorities. Employees can be working supervisors and normally participate in most of the maintenance, repair and minor renovation work to buildings, equipment and utility systems. Work usually includes making the final technical decision in a wide variety of trades; administering the work order system; requisitioning and purchasing parts and supplies; 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 have some responsibility in a limited combination of functions such as housekeeping, security, safety, grounds and vehicle maintenance, drawing working plans for minor renovations and repairs, cost estimating of repairs and other projects, asbestos management and removal, hazardous waste storage and removal, maintenance of medical facilities, maintenance of science and/or research laboratories, operation of water and/or waste water treatment plants, participating in facility master planning, developing, estimating and justifying capital improvement projects, outside bid package development and implementation, developing specifications and drawings for outside bid packages, 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, technically representing the facility to State Construction and other governmental units, and participating in the overall management and policy making for the facility. Employees normally work under moderate administrative supervision and review, are responsible for inspecting the facility regularly 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. Project planning is normally six to twelve months out, while capital planning is often done for a multi-year period.

Organizing and Directing - Employees assign or delegate work assignments to subordinates, and make adjustments in work schedules or work flow to balance the workload. Employees develop and establish methods and procedures.

Budgeting - Employees normally are responsible for administering the budget line items for maintenance and repair. They develop estimates, prioritize needs and recommend parts, equipment, material and other budget items.

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

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

Reviewing Work - Employees spot check routine work and review the more complex or unusual projects. Employees 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 and written warnings.

Performing Other Personnel Functions - Employees screen and interview applicants and recommend their top choice. They conduct and oversee performance evaluations of subordinates and make recommendations concerning promotions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is usually 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, electronics, masonry, welding, painting and mechanics; along with decisions in related functions.

Number of Employees Responsible For - Employees direct and supervise a smaller sized work staff composed of a minimum of seven or more permanent maintenance and other subordinates along with inmates or temporary workers.

III. EXTENT OF SUPERVISION RECEIVED: Employees work under moderate 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 - Advanced 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, environmental rules and all other rules and regulations governing repair, maintenance and construction of facilities. Ability to perform journey level work in a variety of trades, to read schematics and blueprints, to sketch or draft technical drawings, and to estimate repair and construction projects. 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 five 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 Qualifications

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.