

PLANT MAINTENANCE SUPERVISOR I

DESCRIPTION OF WORK

This is supervisory work involving the management of maintenance and minor construction programs of the physical plant facility in a state institution. Work usually involves the supervision of grounds maintenance, utilities distribution, disposal systems, and other mechanical aspects of the total plant. Employees are in charge of the physical plant of a small institution or supervise and coordinate work activities of a large group of maintenance, trades, or grounds personnel in a large institution. Work requires employees to possess building trades knowledge and supervisory capabilities applicable to work assignments. Duties include the training and supervising of subordinate employees, informing and advising management of maintenance problems, and operational difficulties and the preparation of budgets. Work is performed under the general supervision of a technical supervisor who reviews work through conferences, informal inspections, and prepared reports.

EXAMPLES OF DUTIES PERFORMED

Plans, assigns, and reviews the work of a group of general maintenance mechanics, and other skilled or semi-skilled workers engaged in the installation, repair, alteration, maintenance, and operation of the physical plant equipment.

Assists in the preparation of specifications for materials required in repairing or replacing mechanical installations.

Reviews shop drawings submitted by contractors for accuracy and completeness, and inspects their work to determine adherence to plans and specifications.

Keeps records and prepares monthly reports of plant operations, including a summary of maintenance and repair work performed and the cost of electricity and steam produced.

Confers with technical and administrative supervisors in preparing budget estimates for materials, equipment, personnel, and funds needed for building and maintenance work.

Determines whether repairs can be made to equipment or whether replacements are necessary.

Interviews applicants and selects new employees for maintenance and repair work.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the methods, processes, tools, equipment, and materials used in the repair and maintenance of plants, buildings, and grounds upkeep.

Working knowledge of the tools, equipment, and materials used in the more common building and mechanical trades and crafts.

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.

Minimum Education and Experience

Graduation from high school and five years supervisory experience in the installation, maintenance, and repair of physical plant facilities; 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.