

| | | |
|--|---|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS106495 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Properties & Facilities | COUNTY OF EMPLOYMENT Franklin |

| POSITION NUMBER 20005756 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | | | | | | | | | |
|---|---|--|--|---------------------------------------|-----------------------------------|-------------------------------|----|---|--|----|--|---|
| | USUAL WORKING TITLE OF POSITION Building Maintenance Superintendent 2 | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005707 Administrative Officer 3 | | | | | | | | | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22 Page 1 of 2 | | | | | | | | |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m. | | | Report in location subject to change | | | | | | | | |
| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>65</td> <td>Under administrative direction of Facility Management Administrator, oversees & coordinates personnel, general maintenance & repair of 25 South Front Street facility: responds to all issues/needs pertaining to building occupant relations; assigns maintenance projects giving direction to in-house building staff (i.e. electricians, painters, A/C staff, maintenance, custodians) regarding daily building operations & maintenance; determines priorities; inspects buildings for future repairs; prepare letters or other correspondence needed to carry out maintenance & repair projects; reviews completed projects; recommends disciplinary action & approves leave requests; oversees custodial scheduling; resolves personnel issues with second shift custodial supervisor</td> <td> Knowledge of: (1) management; (2) workforce planning; (3) supervisory principles/techniques; (4) safety practices & procedures pertaining to maintenance (5) employee training & development; (6) state, federal building regulations & codes* (7) skilled trades (all trades pertaining to building maintenance). Skill in: (8) operation of a personal computer (e.g., MS Word, e-mail) Ability to (9) prepare correspondence & compile data into clear, concise, detailed reports; (10) carry out detailed but basic written or oral instructions; (11) deal with problems involving few variables in familiar context; (12) apply principles to solve practical, everyday problems; (13) define problems, collect data, establish facts and draw valid conclusions; (14) cooperate with co-workers on group projects; (15) establish friendly atmosphere as supervisor of work unit. </td> </tr> <tr> <td>25</td> <td>Prepares technical specifications for major repairs or modifications of facility: analyzes information to ensure facility complies with regulations (e.g., federal, state, & local administrative & regulatory codes); maintains files on all projects; orders tools & supplies, when needed; prepares weekly reports & progress reports for Facility Management Administrator; prepare letters or other correspondence needed to carry out maintenance & repair projects. This position has been designated as weather & disaster essential.</td> <td> Knowledge of: 1, 2, 3, 4, 6*, 7 Skill in: 8 Ability to 9, 10, 11, 12, 13 *developed after employment </td> </tr> </tbody> </table> | | | | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | 65 | Under administrative direction of Facility Management Administrator, oversees & coordinates personnel, general maintenance & repair of 25 South Front Street facility: responds to all issues/needs pertaining to building occupant relations; assigns maintenance projects giving direction to in-house building staff (i.e. electricians, painters, A/C staff, maintenance, custodians) regarding daily building operations & maintenance; determines priorities; inspects buildings for future repairs; prepare letters or other correspondence needed to carry out maintenance & repair projects; reviews completed projects; recommends disciplinary action & approves leave requests; oversees custodial scheduling; resolves personnel issues with second shift custodial supervisor | Knowledge of: (1) management; (2) workforce planning; (3) supervisory principles/techniques; (4) safety practices & procedures pertaining to maintenance (5) employee training & development; (6) state, federal building regulations & codes* (7) skilled trades (all trades pertaining to building maintenance). Skill in: (8) operation of a personal computer (e.g., MS Word, e-mail) Ability to (9) prepare correspondence & compile data into clear, concise, detailed reports; (10) carry out detailed but basic written or oral instructions; (11) deal with problems involving few variables in familiar context; (12) apply principles to solve practical, everyday problems; (13) define problems, collect data, establish facts and draw valid conclusions; (14) cooperate with co-workers on group projects; (15) establish friendly atmosphere as supervisor of work unit. | 25 | Prepares technical specifications for major repairs or modifications of facility: analyzes information to ensure facility complies with regulations (e.g., federal, state, & local administrative & regulatory codes); maintains files on all projects; orders tools & supplies, when needed; prepares weekly reports & progress reports for Facility Management Administrator; prepare letters or other correspondence needed to carry out maintenance & repair projects. This position has been designated as weather & disaster essential. | Knowledge of: 1, 2, 3, 4, 6*, 7 Skill in: 8 Ability to 9, 10, 11, 12, 13 *developed after employment |
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | | | | | | | | | | |
| 65 | Under administrative direction of Facility Management Administrator, oversees & coordinates personnel, general maintenance & repair of 25 South Front Street facility: responds to all issues/needs pertaining to building occupant relations; assigns maintenance projects giving direction to in-house building staff (i.e. electricians, painters, A/C staff, maintenance, custodians) regarding daily building operations & maintenance; determines priorities; inspects buildings for future repairs; prepare letters or other correspondence needed to carry out maintenance & repair projects; reviews completed projects; recommends disciplinary action & approves leave requests; oversees custodial scheduling; resolves personnel issues with second shift custodial supervisor | Knowledge of: (1) management; (2) workforce planning; (3) supervisory principles/techniques; (4) safety practices & procedures pertaining to maintenance (5) employee training & development; (6) state, federal building regulations & codes* (7) skilled trades (all trades pertaining to building maintenance). Skill in: (8) operation of a personal computer (e.g., MS Word, e-mail) Ability to (9) prepare correspondence & compile data into clear, concise, detailed reports; (10) carry out detailed but basic written or oral instructions; (11) deal with problems involving few variables in familiar context; (12) apply principles to solve practical, everyday problems; (13) define problems, collect data, establish facts and draw valid conclusions; (14) cooperate with co-workers on group projects; (15) establish friendly atmosphere as supervisor of work unit. | | | | | | | | | | |
| 25 | Prepares technical specifications for major repairs or modifications of facility: analyzes information to ensure facility complies with regulations (e.g., federal, state, & local administrative & regulatory codes); maintains files on all projects; orders tools & supplies, when needed; prepares weekly reports & progress reports for Facility Management Administrator; prepare letters or other correspondence needed to carry out maintenance & repair projects. This position has been designated as weather & disaster essential. | Knowledge of: 1, 2, 3, 4, 6*, 7 Skill in: 8 Ability to 9, 10, 11, 12, 13 *developed after employment | | | | | | | | | | |
| JOB CODE 53134 | List Position Numbers & Job Titles of Positions Directly Supervised: 20005767 Painter 1 20005777 Air Quality Technician Supervisor 20005794 Clerk 2 20005795 Laborer | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i> | | | | | | | | | |
| | | | DATE 2/2/10 | | | | | | | | | |

apd 2-12-10 al

| | | |
|--|---|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS106495 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Properties & Facilities | COUNTY OF EMPLOYMENT Franklin |

| POSITION NUMBER 20005756 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | | | | | | | | | |
|---|--|--|--|---------------------------------------|-----------------------------------|-------------------------------|----|--|--|--|--|-----------------------------|
| | USUAL WORKING TITLE OF POSITION Building Maintenance Superintendent 2 | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005707 Administrative Officer 3 | | | | | | | | | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22 Page 2 of 2 | | | | | | | | |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change | | | | | | | | | | | |
| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10</td> <td> Performs administrative & personnel duties: conducts yearly evaluations; approves bi-weekly timesheets; prepares & coordinates all necessary paperwork for processing of bi-weekly payroll; prepares all necessary paperwork for bi-annual budget; maintains files for scheduled maintenance methods & procedures, material, inspection, preventative maintenance & security requirements. </td> <td> Knowledge of 1, 2, 3, 4, 6 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15 </td> </tr> <tr> <td colspan="2"> This position has been designated as weather & disaster essential. </td> <td> *developed after employment </td> </tr> </tbody> </table> | | | | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | 10 | Performs administrative & personnel duties: conducts yearly evaluations; approves bi-weekly timesheets; prepares & coordinates all necessary paperwork for processing of bi-weekly payroll; prepares all necessary paperwork for bi-annual budget; maintains files for scheduled maintenance methods & procedures, material, inspection, preventative maintenance & security requirements. | Knowledge of 1, 2, 3, 4, 6 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15 | This position has been designated as weather & disaster essential. | | *developed after employment |
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | | | | | | | | | | |
| 10 | Performs administrative & personnel duties: conducts yearly evaluations; approves bi-weekly timesheets; prepares & coordinates all necessary paperwork for processing of bi-weekly payroll; prepares all necessary paperwork for bi-annual budget; maintains files for scheduled maintenance methods & procedures, material, inspection, preventative maintenance & security requirements. | Knowledge of 1, 2, 3, 4, 6 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15 | | | | | | | | | | |
| This position has been designated as weather & disaster essential. | | *developed after employment | | | | | | | | | | |
| JOB CODE 53134 | List Position Numbers & Job Titles of Positions Directly Supervised: 20005767 Painter 1 20005777 Air Quality Technician Supervisor 20005794 Clerk 2 20005795 Laborer | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/CA</i> | | | | | | | | | |
| | | | DATE 2/2/10 | | | | | | | | | |

apd 2-12-10 al