

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Building Maintenance Superintendent 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005707 (17003.0) Administrative Officer 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m. (Report in location may vary)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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.	Knowledge of: 1, 2, 3, 4, 6*, 7 Skill in: 8 Ability to 9, 10, 11, 12, 13 *developed after employment

POSITION NUMBER
20005756 (17300.0)

JOB CODE TITLE
Building Maintenance Superintendent 2

JOB CODE
53134

List Position Numbers & Titles of Positions Directly Supervised:

- 20005793 (17803.0) Custodial Work Supervisor
- 20005794 (17804.0) Clerk 2
- 20005777 (17607.0) Air Quality Tech Supervisor

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven/ce

DATE

8/13/08

apd 8-18-08 cel

