100-100U

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106440

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services Division | Properties & Facilities | Franklin |

POSITION NUMBER
20005759

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Maintenance Supervisor | 20005782 Administrative Officer 2 |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☒ Essential | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 22<br>Page 1 of 1 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 3:30 p.m. TO: 12:00 a.m.
Report in location subject to change

JOB TITLE
Building Maintenance Supervisor

JOB CODE
53131

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 75 | Supervises assigned building maintenance workers engaged in general maintenance or general building maintenance, alteration &/or repair: serves as working team leader supervising subordinate maintenance personnel, responsible for day-to-day operation of building, in absence of Facility Administrator; performs routine inspections of building; contacts tenants to ensure satisfaction with activity of cleaning crew; writes work orders to cover problems; attends meetings on tenant issues; assists in tracking status of projects being performed by outside contractors; completes & signs performance evaluations; initiates disciplinary action; maintains safety procedures & implements training programs that become available; required to wear pager &/or carry cell phone; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back. | Knowledge of (1) management; (2) workforce planning; (3) supervisory principles & techniques*; (4) safety practices & procedures (e.g., OSHA); (5) employee training & development*; (6) tools used & safety equipment.<br>Skill in (7) building maintenance (electrical, carpentry, plumbing, painting, blue prints & schematics); (8) operation of personal computer & associated hardware/software (e.g., MS Word, Outlook*).<br>Ability to (9) carry out detailed but basic written or oral instructions; (10) carry out instructions in written, oral or picture form; (11) deal with problems involving several variables in familiar context; (12) apply principles to solve practical, everyday problems; (13) count, do basic addition & subtraction; (14) read & record figures accurately; (15) recognize safety warnings; (16) copy records precisely without error; (17) prepare meaningful, concise & accurate records; (18) cooperate with co-workers on group projects; (19) establish friendly respectful atmosphere as supervisor of work unit; (20) demonstrate physical fitness & have strength to lift up to 50 lbs. |
| 25 | Performs general maintenance duties, purchases & oversees equipment & supplies for maintenance personnel: uses power tools (e.g., drills, saws, welders, planer, router, torches, power actuated fastening gun) to perform duties; wears protective safety equipment (e.g., steel toed shoes, goggles, safety lenses, hard hat, hearing protector, safety harness); assists personnel in completing projects, when needed; purchases & maintains tool control & inventory of maintenance supplies & equipment. | Knowledge of 4, 5*, 6<br>Skill in 7, 8, (21) operation of all trades equipment (e.g., drills, saws, welders, planer, router, torches, power actuated fastening gun).<br>Ability to 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 |
| | This position has been designated as weather & disaster essential. | *developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| 20005780 Maintenance Repair Worker 1<br>20005789 Maintenance Repair Worker 1 | Jeffrey Westhoven/a | 4/20/09 |

Approved 4-20-09 a