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 ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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. 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*). 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. This position has been designated as weather & disaster essential.	Knowledge of 4, 5*, 6 Skill in 7, 8, (21) operation of all trades equipment (e.g., drills, saws, welders, planer, router, torches, power actuated fastening gun). Ability to 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 *developed after employment

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

apd 4-20-09 a