

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

POSITION NUMBER 20005759	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Maintenance Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 3:00 p.m. TO: 1:30 a.m. Report in locations and work hours subject to change

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) work-force 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.; (21) respond to systems emergency situations on 24X7 basis; (22) carry cell phone or wear pager.
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 Skill in 7, 8, (23) 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
This position has been designated as weather & disaster essential.		

Apd 10.21.13 @

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/21/13
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POSITION NUMBER 20005759

 JOB TITLE Building Maintenance Supervisor

 JOB CODE 53131