

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
REQUEST TO FILL/CHANGE AUTHORIZATION (RFCA)**

<b>Current Position:</b> Building Maintenance Supervisor		<b>Division:</b> General Services			
PN 20005765	Job Code 53131	Job Code Title Building Maintenance Supervisor			
Combo Code DAS014640	Fund # 1320	HCM DEPT. ID DAS106495	FIN DEPT. DAS106495	PROGRAM 3534F	Pay Range 08

<b>Modification (if required):</b>		<b>Division:</b>			
PN	Job Code	Job Code Title			
Combo Code	Fund #	HCM DEPT. ID	FIN DEPT.	PROGRAM	Pay Range

**POSITION DESCRIPTION REQUESTS:**  Post OHMS  Post Internal  Post Other  
 FULL-TIME  PART-TIME  Physical Address/Location  PD Update  
 Supervisory Change: \_\_\_\_\_  Effective Date: 12-19-2010

**POSITION JUSTIFICATION**

1. Why is this position essential?

2. What is the impact to the agency's operations if this position is not filled? Specifically address functions mandated by the Ohio Revised Code that will not be completed if this position is not filled. Cite applicable ORC section(s) in the response.

3. What is the estimated cost and funding source for this position? Include a statement of affordability in the response.

(If necessary additional documents may be attached.)

<b>REQUIRED APPROVALS:</b>					
Date	Deputy Director	Date	Office of Finance	Date	Director's Designee
		Comments: Noel Rozelle change in direct reports: 20005773 Plumber 1 20005719 Laborer 20005799 Laborer			
Date	Business Office				

(November 24, 2009)

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

<b>POSITION NUMBER</b> 20005765	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree										
	<b>USUAL WORKING TITLE OF POSITION</b> Maintenance Supervisor		<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b> 20005791 Administrative Officer 1										
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Essential		Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit 22  Page 1 of 1								
	<b>NORMAL WORKING HOURS (Explain unusual or rotating shift):</b> FROM: 3:30 p.m.     TO: 12:00 a.m.     Report in location subject to change												
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">75</td> <td style="vertical-align: top;">           Supervises assigned building maintenance workers engaged in general maintenance &amp; building maintenance alteration &amp;/or repair &amp; assumes responsibility for day-to-day operation of building, in absence of Facility Manager; performs routine inspections of building; attends meetings on building occupant issues; contacts building occupants to ensure satisfaction with activity of cleaning crew; assists in tracking status of projects being performed by outside contractors; completes &amp; signs performance evaluations; initiates disciplinary action; maintains safety procedures &amp; implements training programs that become available; provides training on health &amp; safety concerns; required to carry cell phone; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back.         </td> <td style="vertical-align: top;">           Knowledge of (1) management; (2) work-force planning; (3) supervisory principles &amp; techniques*; (4) safety practices; (5) employee training &amp; development*; (6) tools used &amp; safety equipment. Skill in (7) building maintenance (e.g., electrical, carpentry, plumbing, painting, blue-prints &amp; schematics); (8) use of all trades tools &amp; equipment; (9) operation of personal computer &amp; associated hardware/software. Ability to (10) carry out detailed but basic written or oral instructions; (11) deal with problems involving several variables in familiar context; (12) apply principles to solve practical, everyday problems; (13) count, do basic addition &amp; subtraction; (14) read &amp; record figures accurately; (15) recognize safety warnings; (16) copy records precisely without error; (17) prepare meaningful, concise &amp; accurate records; (18) cooperate with co-workers on group projects; (19) establish friendly respectful atmosphere as supervisor of work unit; (20) able to stand, walk, bend, stoop &amp; kneel, climb ladders, grasp tools &amp; small articles (e.g. screws, nails, etc.), lift arms above head, &amp; have strength to lift &amp; carry 50 lbs.; (21) respond to systems emergency situations on 24X7 basis; (22) carry cell phone or wear pager.         </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">25</td> <td style="vertical-align: top;">           Estimates time, materials &amp; labor costs for specific jobs, maintains tool control &amp; inventory of maintenance supplies &amp; equipment; writes order requests for purchasing supplies for maintenance personnel; assists in tracking status of projects being performed by outside contractors; uses power tools (e.g., drills, saws, welders, planer, router, torches, power actuated fastening gun) to perform duties; wears personal safety equipment (e.g., steel-toed shoes, goggles, safety lenses, hard hat, hearing protector, safety harness) to assist personnel as needed to complete projects.             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