100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

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

POSITION NUMBER 20005765

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Maintenance Supervisor	20005791 Administrative Officer 1

☒ 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 CODE TITLE
Building Maintenance Supervisor

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Supervises assigned building maintenance workers engaged in general maintenance & building maintenance alteration &/or repair & 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 & signs performance evaluations; initiates disciplinary action; maintains safety procedures & implements training programs that become available; provides training on health & 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.	Knowledge of (1) management; (2) workforce planning; (3) supervisory principles & techniques*; (4) safety practices; (5) employee training & development*; (6) tools used & safety equipment. Skill in (7) building maintenance (e.g., electrical, carpentry, plumbing, painting, blueprints & schematics); (8) use of all trades tools & equipment; (9) operation of personal computer & 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 & 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) able to stand, walk, bend, stoop & kneel, climb ladders, grasp tools & small articles (e.g. screws, nails, etc.), lift arms above head, & have strength to lift & carry 50 lbs.; (21) respond to systems emergency situations on 24X7 basis; (22) carry cell phone or wear pager.
25	Estimates time, materials & labor costs for specific jobs, maintains tool control & inventory of maintenance supplies & 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.	Knowledge of 4, 5*, 6 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment.

JOB CODE 53131

List Position Numbers & Job Titles of Positions Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005719 Laborer 20005773 Plumber 1 20005793 Plumber 1	Randall J. Howard	4.12.11

Appd 3.17.11