

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106440

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005779

JOB CODE TITLE
Building Maintenance Supervisor

JOB CODE
53131

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

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

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location 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 & building maintenance alteration &/or repair, responsible 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) work-force 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, blue-prints & 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

This position is disaster & weather essential.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:
 20005720 Plumber1 20005788 Laborer
 20005763 Carpenter 1 20005790 Maintenance Repair Wrk 1
 20005768 Painter 1
 20005769 Electrician 1

SIGNATURE OF AGENCY REPRESENTATIVE: *Jeffrey Washburn* DATE: 12/4/09

apd 12-14-09 al