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Class Specifications
for the Classes:

GENERAL MAINTENANCE & SERVICES SUPERVISOR I & II
(GEN MTNCE & SVCS SUPVR I & II)

Duties Summary:

Supervises and coordinates custodial, grounds maintenance, refuse collection, equipment operation, repair and maintenance of buildings, facilities and paved areas and other related activities; coordinates subordinate activities with other building construction, maintenance and repair activities to insure efficiency and completeness of services; may oversee security workers; and performs other duties as required.

Distinguishing Characteristics:

Grade Standards:

I: This class is distinguished by its responsibility for directing and coordinating the general maintenance and services activities of an agency where the nature and scope of operation and the organization and staff size involved are not as extensive or as complex as characterized in the work of the higher level class. A position in this class plans, supervises and schedules the work of skilled trades workers, semi-skilled and unskilled laborers through one to three subordinate supervisors.

II: This class is distinguished by its responsibility for the general maintenance and services functions of a sizable operation. The extensive nature of the scope of operation presents more complex problems of planning, controlling, coordinating, supervising and scheduling the work of a sizable staff of skilled trades workers, semi-skilled and unskilled laborers through several levels of subordinate supervisors.

Examples of Duties:

Plans, organizes and directs maintenance and repair of buildings and paved areas; plans, organizes, and directs custodial services, grounds development and maintenance, refuse collection and various other laboring work; anticipates and

reports repair needs, and takes timely corrective action; reviews all work requests for services and determines work priority according to the nature of urgency; reviews requisitions for conformance with policies and procedures; checks and insure that personnel are being properly informed as to their work assignments and tasks, work schedules and plans are being followed, proper safety rules, regulations and practices are being observed and followed, equipment and tools are being properly serviced and maintained, and adequate reports and records are being kept; reviews the general conditions and quality of services being provided by subordinates; may personally direct the planning, execution and completion of major moving of equipment, materials, goods, supplies, and others from one building to another; meets with various individuals to discuss work requests, needs for special equipment, completion date, complaints and other services; coordinates subordinate staff personnel with construction personnel on work projects requiring concerted actions; may obtain contract services for work which cannot be performed by existing staff including recommending projects, preparing cost estimates, acquiring bids, reviewing plans, meeting with contractors and inspecting construction; assists the director in developing budget data and maintaining the division's budget; may plan, organize and direct a security force; controls the issue and use of keys through requests for duplications, lock repairs and changes according to key custody policy; prepares appropriate records and reports.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; practices, tools, equipment and materials used in janitorial work; building hardware, fixtures, equipment and their maintenance; safety rules, practices and general applications to custodial, grounds and heavy equipment operations.

Ability to: Plan, direct, and coordinate the work of a group of employees; read and interpret blue prints; prepare cost estimates; keep records and prepare reports; and establish effective working relations with others. At the II level, ability to coordinate the work of a large group of employees through subordinate supervisory staff; learn, adapt, and apply various appropriate safety methods and practices for the prevention of accidents and injury to employees; prepare estimates of cost and requisitions for materials, tools, and equipment needed in maintenance work; keep records and prepares

reports; and establish and maintain effective working relationships with others.

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This is a change in title and an amendment to the specification for the class GENERAL MAINTENANCE AND SERVICES SUPERVISOR which was approved on September 9, 1964; and the first specification for the new class GENERAL MAINTENANCE AND SERVICES SUPERVISOR I.

DATE APPROVED: 2/14/77

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