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Class Specifications
for the Class:

GENERAL MAINTENANCE SUPERVISOR I

Duties Summary:

Supervises a group of general laborers in performing unskilled and semi-skilled manual work tasks; supervises equipment operators in the maintenance of road shoulders, paved areas and adjacent grounds; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of General Laborer Foreman in that the General Maintenance Supervisor I, in addition to supervising a work crew in performing unskilled and semi-skilled manual work tasks, supervises equipment operators such as grader, roller and truck operators in the maintenance of road shoulders, paved areas, and adjacent grounds as a continuous work assignment; whereas the General Laborer Foreman supervises one or more crews in performing unskilled and semi-skilled manual work tasks which includes the supervision of equipment operators such as tractor mower operators and truck drivers in the trimming of grass and hauling of debris and other material.

This class differs from classes in the General Construction and Maintenance Foreman series in that the General Maintenance Supervisor I supervises a crew of laborers and equipment operators and supplies their services to skilled tradesmen to assist in the construction, maintenance and repair of buildings, utility systems and other structures; whereas classes in the General Construction and Maintenance Foreman series supervise skilled tradesmen, helpers, equipment operators and laborers in the construction, maintenance and repair of buildings, paved areas, utility systems, adjacent grounds and other structures.

This class differs from that of Highway Construction and Maintenance Foreman in that the General Maintenance Supervisor I supervises a crew of laborers and equipment operators in the maintenance of road shoulders, paved areas and adjacent grounds which involves the grading of road shoulders, and parking lots, patching asphaltic concrete, clearing and leveling ground, clearing drainage ditches and compacting road shoulders and

ground adjacent to airport runways; whereas the Highway Construction and Maintenance Foreman, in addition to supervising a crew of laborers and equipment operators in the maintenance of highways and adjacent areas, supervises construction work such as the resurfacing and widening of highways and the construction of seawalls and other highway structures.

Examples of Duties:

Supervises a grader operator in the clearing of drainage ditches, grading of road shoulders, reshaping of unpaved parking lots and clearing and leveling land; supervises a roller operator in compacting road shoulders, ground adjacent to runways and pavement repairs; supervises the patching of pavement involving the excavation of deteriorated areas and the placement of aggregates and asphaltic concrete; supervises a labor force in placing of concrete or performing manual work for tradesmen engaged in the construction or repair of buildings and structures; supervises the repair and maintenance of retaining walls; supervises the trimming and poisoning of grass and the hauling of debris and other material; supervises the planting, pruning, fertilization and watering of landscaped areas; supervises the cleaning of ramp areas; keeps records and prepares reports of attendance and work progress.

Minimum Qualification Requirements:

Experience and Training: (1) Four years of semi-skilled manual work experience of which one year shall have involved the supervision of the repair of pavement and the maintenance of grounds; or (2) any equivalent combination of experience and training.

Knowledge of: Methods, materials, tools and equipment used in the repair of pavement; occupational hazards and safety precautions applicable to the operation of construction equipment; principles and practices of supervision.

Ability to: Operate and maintain construction equipment such as graders, rollers and trucks; plan, lay out, assign and review the work of others in the performance of maintenance and repair work to paved areas and adjacent grounds; give and receive both oral and written instructions; prepare operational reports.

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This is the first specification for the new class GENERAL MAINTENANCE SUPERVISOR I.

APPROVED: August 7, 1959 /s/ Arthur A. Akina, Jr.
ARTHUR A. AKINA, JR.
Personnel Director

Note: Change class title from GENERAL MAINTNANCE FOREMAN to GENERAL MAINTENANCE SUPERVISOR I; and change class code from 10.59.2 to 10.210.

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This is a reinstatement of the class General Maintenance Supervisor I, effective May 16, 2013.

DATE APPROVED: 5/16/2013 /s/ Dawn Young
BARBARA A. KRIEG, Director
Department of Human Resources Development