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Class Specifications
for the Class:

GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR II
(GEN CONSTR & MTNCE SUPVR II)

Distinguishing Characteristics

This class reflects the second full supervisory level in the series.

A General Construction and Maintenance Supervisor II supervises, through subordinate supervisors, a large work force of skilled trades workers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction and maintenance of buildings and other structures, paved areas and electrical or plumbing systems, which may also include the maintenance of equipment, grounds and other areas.

This class differs from the General Construction & Maintenance Supervisor I which is the immediate supervisor of skilled trades workers, equipment operators, laborers, and other unskilled and semi-skilled workers in the construction and maintenance of buildings and other structures, paved areas, electrical or plumbing systems; and may supervise the maintenance of motorized equipment, lawns and other open or fenced areas, and other related areas.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans and assigns the work of trades and other supervisors and workers, equipment operators and laborers in the construction, repair, maintenance and alteration of piers, fender systems, buildings, paved areas, water mains, oil lines and electrical lines and facilities within a framework of priorities set by engineering or other personnel; interprets plans and specifications to determine necessary materials and methods of construction to be used; purchases or arranges for the purchase of equipment and materials; organizes personnel into crews, or shifts personnel among crews as the work requires, or to conduct emergency repairs of facilities which are damaged by storms, or for other reasons; inspects the work performed by crews for work quality and to ascertain whether the work is being done in accordance with plans and specifications and appropriate building codes; supervises the maintenance of time and cost records of materials and labor; sees that supplies and equipment are properly maintained and accounted for; and informs personnel of changes in procedures or project requirements.

Minimum Qualification Requirements

Experience and Training: Ten (10) years of work experience in performing a variety of work in the construction and maintenance of buildings, structures or electrical or plumbing systems of which six (6) years shall have been as a fully competent skilled worker and including two (2) years of supervisory experience which included planning, and scheduling the work of other fully competent workers, assigning and reviewing their work, providing training and evaluating their work performance; or any equivalent combination of training and experience.

Knowledge of: Practices and methods used in building, construction and maintenance trades including carpentry, plumbing, electrical, masonry, and painting; tools, equipment and materials used in the building, construction and maintenance trades; applicable building, electrical and fire codes and regulations; safety practices, codes and fire and safety regulations; and principles and practices of supervision.

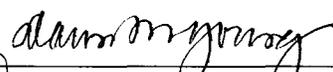
Ability to: Plan, lay out, assign, direct and coordinate the work of skilled trades workers and their supervisors; schedule the work of trades workers and others so as to accomplish construction and maintenance projects effectively; inspect the work of trades workers to detect flaws or defects in work quality or materials; detect the malfunctioning of equipment and determine the necessary repairs required; read and interpret building plans and specifications, and check materials and construction work for conformance thereto; estimate costs and quantities of labor, materials and equipment; give clear and concise oral and written instructions; maintain records and prepare operational reports; and maintain good working relationships with others.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the class specification for the class GENERAL CONSTRUCTION & MAINTENANCE SUPERVISOR II approved on December 6, 1984.

DATE APPROVED: 6/18/2012



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