

Specifications
for the Class:

BUILDING MAINTENANCE SUPERVISOR I
(BUILDING MTNCE SUPVR I)

Distinguishing Characteristics

Plans, lays out and inspects the work of a group of fully competent building maintenance workers and/or equivalent workers, engaged in the maintenance and repair of buildings, wharves, paved areas and other related structures, on a full-time basis.

This class differs from that of Building Maintenance Worker II in that the Building Maintenance Supervisor I supervises the work of a group of building maintenance workers, et al., on a full-time basis and only occasionally may perform skilled building maintenance work; whereas the Building Maintenance Worker II spends a majority of the work time in performing building maintenance work and, in addition, supervises the work of several fully competent building maintenance workers.

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, lays out, assigns, and inspects the work of a group of building maintenance workers and/or other equivalent trades workers engaged in the maintenance and repair of buildings, wharves, paved areas and other structures; inspects buildings, structures, equipment and grounds to locate conditions needing maintenance and schedules a preventive maintenance program; receives work orders for needed repairs and assigns personnel to perform repairs; inspects work in progress for proper work quality and compliance with safety practices; estimates labor, materials and equipment required for maintenance and repair jobs; requisitions equipment and materials; evaluates the work of subordinates and conducts on-the-job training as required; prepares operational reports on maintenance activities.

Minimum Qualification Requirements

Experience and Training:

1. Seven (7) years of work experience in performing a variety of building maintenance repair work of which three (3) years shall have been as a fully competent worker.

2. One (1) year of supervisory work experience which involved supervising the work of other fully competent workers performing a variety of building maintenance and repair work which included: (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; (5) training and developing subordinates; and (6) evaluating their work performance.

Substitutions Allowed:

1. An Associate in Science degree from an accredited community college in carpentry or a related building trade area may be substituted for two (2) years of the building maintenance repair work experience (excluding the fully competent worker experience requirement).
2. Excess Supervisory Experience as described above may be substituted for the building maintenance repair work experience on a month-for-month basis.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings; principles and practices of supervision.

Ability to: Plan, lay out, assign, and review the work of a group of several building maintenance and/or other equivalent trades workers; develop a schedule of preventive maintenance, and determine the need for building repairs; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; and keep records and make reports; understand and follow oral and written instructions; deal effectively with other supervisory levels, in organizing and expediting work, and responding to emergencies.

Physical and Medical Requirements

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

This is an amendment to the specifications for the class BUILDING MAINTENANCE SUPERVISOR I, which were approved on May 14, 2007.

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