

Class Specifications  
for the Class:

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

**Distinguishing Characteristics**

This class reflects the first full supervisor level in the series.

A General Construction and Maintenance Supervisor I is the immediate supervisor of skilled trades workers, helpers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction, maintenance, alteration and repair of buildings and other structures, paved areas, and electrical or plumbing systems; and may supervise the maintenance and repair of motorized equipment used in the work or maintenance of adjacent grounds and landscaped areas.

This class differs from the General Construction and Maintenance Supervisor II which 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, and the maintenance of equipment, grounds and other 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, schedules, assigns, and inspects the work of a maintenance crew engaged in the construction, maintenance, alteration and repair of buildings, structures, roads and parking areas, electrical or plumbing systems, and related areas which may include airport runways, taxiways and plane parking areas; issues work orders for painting buildings, repairing and replacing floors, windows, partitions, doors and plumbing in buildings; inspects work performance; supervises the alteration, remodeling and renovation of buildings and offices; supervises the maintenance and repair of runway lights, beacons, obstruction lights, lighted wind indicators, taxi lights and emergency power plants; occasionally serves as an inspector on contractual work; supervises the maintenance of adjacent grassed and landscaped areas; supervises the maintenance and repair of electrical distribution systems, water distribution systems, water drainage

and sewage lines and steam and refrigeration plants; supervises the maintenance and repair of trucks and tractors; may supervise an inmate construction and repair crew engaged in the construction, maintenance and repair of buildings, electrical or plumbing systems, and other maintenance work as part of the vocational training program of a correctional institution; supervises clearing of brush and other heavy maintenance of grounds, trails and other areas; estimates costs and quantity of labor, materials, and equipment needed to do repair and maintenance work; submits requisitions for equipment, supplies and materials needed for alteration and repairs; checks work in progress and upon completion for conformance with prescribed standards and compliance with safety, building, electrical and fire regulations; computes estimates of time and cost of construction and maintenance projects; maintains material, time and work activities records; compiles and submits periodic operational reports; reads and interprets blueprints; and occasionally participates in the performance of maintenance and repair work activities.

### **Minimum Qualification Requirements**

**Experience and Training:** Eight (8) 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 four (4) years shall have been as a fully competent skilled worker and including one (1) year of supervisory work experience which included the planning and scheduling of 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 material 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 laborers; schedule the work of trades workers so as to accomplish building construction or repair effectively; inspect the work of trades workers and 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 check construction or repair 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.

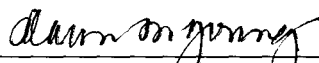
**Physical and Medical Requirements**

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

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This is an amendment to the specifications for the class GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR I, which were approved on December 6, 1984.

DATE APPROVED: 6/18/2012

  
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BY BARBARA A. KRIEG, Director  
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