

BUILDING MAINTENANCE SUPERINTENDENT

NATURE OF WORK IN THIS CLASS:

This is responsible supervisory and administrative building construction, maintenance and repair work.

Employees in this class are responsible for the building construction, maintenance and repair operations in an agency or assists the Building Maintenance Manager in the overall administration of the Building Maintenance Program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises and inspects the work of a crew of trades supervisors, skilled and other level workers involved in carpentry, painting, plastering, masonry, plumbing, machinery, welding, electrical, air conditioning, grounds, custodial, and other work; insures compliance with building plans, specifications, codes and regulations.

Inspects buildings to determine maintenance and repair needs; handles work orders and sets priorities.

Advises administrative officials on building construction maintenance and repair matters.

Provides cost estimates of time and materials; keeps supply records and forecasts material needs; orders and maintains equipment, materials and supplies.

Reads, interprets and works from sketches, diagrams and complex blueprints.

Maintains personnel records, prepares reports and answers correspondence; may prepare or assist in budget preparation.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, of the building construction, maintenance and repair operation.

Knowledge of the local and national building codes and regulations.

Knowledge of the occupational hazards and safety precautions of building maintenance work.

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Ability to administer or assist in administering the programs and activities of a building construction, maintenance, and repair operation.

Ability to read, interpret, and work from sketches, diagrams and complex blueprints.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend or implement changes in policies and procedures to improve effectiveness.

Ability to make accurate estimates of time and materials required for minor and major building construction, maintenance and repair work.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Six years of progressively responsible experience in building construction, maintenance and repair work and two years of supervisory experience; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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