

BUILDING MAINTENANCE SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in skilled carpentry, plumbing and electrical work involved in the maintenance, alteration and repair of buildings.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in carpentry work involved in the maintenance, alteration, and repair of buildings and installation, alteration, maintenance and repair of plumbing and electrical system, appliances, fixtures and related devices.

Establishes work schedules and practices; makes decisions regarding need for and extent of repairs to be made.

Directs the storage and maintenance of supplies and equipment and ensures they are maintained and available for work projects; orders supplies, tools and equipment as needed.

Estimates the time and material costs for work projects.

Interprets and works directly from blueprints, sketches and diagrams.

Confers with administrators on building maintenance problems and programs.

Applies and enforces safe work practices on the job.

Maintains records and prepares reports.

Implements agency policies for personnel, training and safety of subordinates.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, techniques, materials, tools and equipment of the carpentry, plumbing and electrical trades used in the maintenance, alteration and repair of buildings.

Knowledge of the operational hazards and safety practices of the trade.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

Ability to estimate time and material costs for work projects.

Ability to interpret and work directly from blueprints, sketches and diagrams.

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

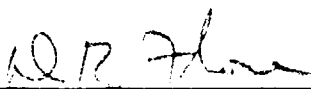
Skill in the carpentry, plumbing and electrical trades.

MINIMUM EXPERIENCE AND TRAINING:

(a) Six years of carpentry, plumbing and electrical experience in the maintenance, alteration and repair of buildings; or

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

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission