



MAINTENANCE SUPERVISOR

SCOPE OF WORK:

Work involves supervising, coordinating, and participating in semiskilled and skilled maintenance and repair work; grounds maintenance and/or the construction and maintenance of facilities.

DUTIES PERFORMED AT ALL LEVELS:

- Supervise staff to ensure compliance with established safety procedures.
- Supervise and participate in building and equipment maintenance work involving rough masonry, carpentry, plumbing, steam fitting, flooring, painting, and minor electrical repairs.
- Direct workers that are responsible for grounds maintenance activities such as mowing lawns, trimming hedges, removing weeds, raking, and disposing of leaves and refuse.
- Adjust or maintain electric, gas, or oil burning heaters or stoves, refrigeration equipment, elevators, pumps, ventilating fans, and bakery and laundry equipment; inspect and clean filters, pumps, and controls.
- Supervise and/or assist in performing planting, propagating, cultivating, and trimming trees, shrubs, flowers, and lawns.
- Determine what work needs to be completed; plan work schedules to include time, personnel, and equipment required.
- Prepare estimates and job orders for maintenance and repair projects.
- Recommend to supervisor the purchase or replacement of major equipment.
- Service and maintain vehicles and equipment such as tractors, tillers, mowers, snow blowers, etc.
- May assist skilled trades workers with difficult repairs.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MAINTENANCE SUPERVISOR I

8203

GRADE J

LEVEL DEFINITION:

Work at this level involves responsibility for supervising and participating in the maintenance activities of a small facility or a single function work unit within a large facility.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED and three years of semiskilled or skilled building, mechanical, grounds keeping, maintenance, and/or construction work involving the operation of maintenance equipment. One year of experience must have been in a supervisory or lead-worker capacity.

MAINTENANCE SUPERVISOR II
GRADE K

8204

LEVEL DEFINITION:

Work at this level involves responsibility for supervising the maintenance activities of a large work unit(s) comprised of diversified functions such as landscaping, building maintenance, heating, etc.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Requisition equipment, tools, and supplies; maintain an inventory control system.
- Assist in writing specifications for the purchase of equipment and supplies.
- Assess maintenance problems and determine the most cost-effective method of repair.
- Coordinate and evaluate the activities of outside contractors working on maintenance and construction projects.
- Plan, organize, and direct a preventive maintenance and safety program.
- Inspect completed work for compliance to blueprints, shop drawings, specifications, and standards.
- Record and forecast expenses; prepare the operating budget.
- Maintain records of required inspections and maintenance.
- May serve as a physical plant director of a small institution.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED, and five years of semiskilled or skilled building, mechanical, grounds keeping, maintenance, and/or construction work involving the operation of maintenance equipment. Two years of experience must have been in a supervisory or lead-worker capacity.

Eff. Date: 07/79 – Combined class codes 8203 and 8005

Rev: 08/92 – Administrative factoring project

Rev: 03/98 – Rewritten in current format

Rev: 03/06 – Reviewed level definitions, duties, minimum qualifications, and factoring resulting in removal of paygrade exception as factored at same grades.

Rev: 07/12 – Conversion to Hay System