



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 8225

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**NDSH CONSTRUCTION/MAINTENANCE SUPERVISOR**

Grade K

**SCOPE OF WORK:**

Work involves serving on the Plant Services Management Team at the North Dakota State Hospital (NDSH) reporting to the Chief Financial Officer and participating in the repair, maintenance, renovation, and construction of facilities.

**DUTIES PERFORMED:**

- Work with team members to determine short and long-term facility construction and maintenance needs.
- Plan, coordinate, and supervise in-house and contracted projects; participate in determining whether architectural or engineering services will be required.
- Provide initial estimates of time, labor, and material costs for the project; develop a scope of services; participate in determining whether to bid out or develop a Request for Quotation for projects and serve as member of the contractor selection committee.
- Serve as general foreman of construction and renovation projects; work with architects and contractors on planning, designing, monitoring, scheduling, and completing projects.
- Perform carpentry and masonry duties.
- Supervise and direct maintenance staff; coordinate activities with other trades staff.
- Participate in the development and implementation of a preventive maintenance program for the NDSH physical plant.
- Assure that the NDSH completes the requirements for the Statement of Conditions concerning building structures.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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**MINIMUM QUALIFICATIONS:**

Requires six years of carpentry and building construction experience that included supervision of staff. An associate degree in a closely related field may substitute for two years of the required work experience.

Eff. Date: 03/08 – \*Pay Grade Exception

Rev: 7/12 – Conversion to Hay System; Removed Pay Grade Exception