

FACILITIES MAINTENANCE SUPERVISOR

Code No. 5-06-003
Competitive

GENERAL STATEMENT OF DUTIES: Directs the work of repair foremen assigned to building, mechanical, and grounds upkeep tasks and schedules and coordinates both jobs and manpower with which he is charged; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a management level job in a school district involving responsibility for the general maintenance, repair, and upkeep of buildings and grounds. The employee works under the direction of the Director of Buildings and Grounds.

EXAMPLES OF DUTIES: (Illustrative only)

Confers with Director regarding requested or necessary repair and alteration work;
Assigns foremen and crews to specific maintenance jobs;
Confers with foreman regarding scope and nature of assigned tasks;
Plots advance assignments for section foremen;
Maintains records and inventory of tools, parts, and equipment;
Keeps records of work performed;
Reviews plans and drawings with superiors and subordinates to determine nature of work;
Submits reports to Director regarding work completed and in progress;
Instructs foremen in methods of work;
Assigns crews to emergency tasks.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of school building repair, upkeep, and alteration; good knowledge of grounds and roads maintenance; good knowledge of the building and mechanical trades, such as carpentry, plumbing, masonry, heating, and electrical work; some knowledge of building construction; working knowledge of the operation of building utilities, such as heating, ventilating, and air conditioning; working knowledge of state and association codes; ability to read plans, drawings, and blueprints; ability to organize work and assign crews; supervisory ability; ability to train subordinates; ability to inspect and evaluate completed work; ability to write reports and keep accurate records; ability to work with outside engineers and contractors and to review work in progress; ability to coordinate the work crews under his direction; initiative; reliability; good judgment; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course plus five years experience in the grounds, building or mechanical trades, at least two years of which shall have been in a responsible supervisory capacity; or any equivalent combination of training and experience sufficient to indicate ability to do the work.

ADOPTED: June 18, 1969