

FACILITIES MAINTENANCE SUPERVISOR

NATURE AND VARIETY OF WORK

This is supervisory work over skilled craft, labor and trades personnel engaged in the new construction/installation/repair/renovation/maintenance of mechanical and non-mechanical construction projects. The work of this class includes assigning and inspecting new and on-going construction/maintenance projects ensuring conformance and completion according to specifications and standards. Acts in a trouble shooting capacity in aiding crews in resolving their day-to-day construction/maintenance problems. Work is performed with latitude for independent judgment under general supervision.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law Section 16-102(59).

Reads, analyzes and interprets engineering blueprints/plans in order to assign and schedule appropriate building crews to accomplish new construction/repair/maintenance projects.

Ensures that requirements of building permits are met in accordance with Federal, State and County building codes.

Plans/schedules work activities to determine employee, equipment and material requirements and the time table and work methods to be used to accomplish a project.

Makes on-site inspections to monitor the progress and workmanship of new construction/maintenance projects during the various stages of development to determine compliance with blueprints/standards/building codes.

Investigates service requests/complaints from the building occupants/management/general public to ensure that they are valid for corrective action; determines priority of requests; and resolves complaints.

Daily procures (from stock, requisitions, or buys) materials, tools, equipment and supplies used in current project.

Maintains accurate, complete and retrievable records of pertinent

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construction/maintenance/renovation/repair information.

Establishes operating instructions, standards, rules and regulations for the various activities of the crews to assure that structural compliance and quality standards are met.

Confers/coordinates with contractors/engineers/inspectors and other agencies in order to explain, clarify, and resolve actual/potential problems relative to County construction/maintenance projects.

May be required to utilize automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the methods, practices, tools, materials and equipment used in the construction/maintenance/repair of County buildings.

Knowledge of methods and practices common to carpentry, painting, plumbing and electrical trades.

Considerable knowledge of methods, practices, equipment and materials used in the maintenance of heating/cooling/ventilating systems.

Thorough knowledge of occupational hazards and safety precautions applicable to building construction/equipment/maintenance/repair work.

Knowledge of applicable Federal, State and County building codes and regulations.

Skill in the use and care of tools and equipment necessary to perform appropriate mechanical repair tasks.

Ability to read and interpret blueprints/plans.

Ability to plan, organize and supervise skilled and semi-skilled personnel in the performance of building equipment operation tasks.

Ability to interpret and make oral and written reports on activities as required.

Ability to operate modern office equipment.

Ability to interpret service contracts.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent or completion of an apprenticeship program in one (1) or more of the skilled trades; five (5) years of work experience in one (1) or more of the skilled trades which included the actual installing, maintaining and repairing of the specific equipment involved; two (2) of the five (5) years must have been at the supervisory lead capacity; plus eligibility for any specific license(s) as required for the specific position.

CONDITION OF EMPLOYMENT

Possession of a valid driver's license.

REVISED: 10/88