

JOB TITLE	LEVEL	GRADE	JOB. No.
Supervisor--Facility Maintenance I	E-1	02	334

DEFINITION

This is administrative maintenance work coordinating institutional building maintenance and custodial services.

The employee in this class is responsible for coordinating the daily buildings services of the institution. Work includes daily inspections of activities, rescheduling work crews to meet varying conditions and initiating requests for equipment and supplies. Work is performed under direct supervision of the Director of Physical Plant. Performance is evaluated through daily inspections, personal meetings, and written reports.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed).

- ◆ Supervises maintenance and custodial personnel.
- ◆ Makes minor repairs, and otherwise keeps buildings, equipment, and premises in an orderly condition; participates in these tasks on a relief basis.
- ◆ Requisitions supplies, distributes supplies to personnel, and checks the use of supplies and equipment.
- ◆ Reviews schedules to assure adequate coverage; revises schedules to meet changing conditions.
- ◆ Reviews maintenance and custodial activities and inspects work for effectiveness.
- ◆ Reschedules work to carry out priorities as determined by the Director of Physical Plant.
- ◆ Reviews maintenance and custodial activities and sees that work is performed according to instructions.
- ◆ Coordinates all maintenance and custodial activities with the Director of Physical Plant.
- ◆ Holds regular meetings with maintenance and custodial personnel to discuss procedures for improving institutional maintenance and custodial services.
- ◆ Maintains records of supplies and materials.
- ◆ Complies with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.
- ◆ Performs related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Certification in a maintenance area; i.e., electricity, HVAC, plumbing, carpentry, welding, etc.
- ◆ Considerable knowledge of materials, methods, and practices used in maintenance and cleaning operations.
- ◆ Working knowledge of the methods and equipment used in building maintenance and custodial services.
- ◆ Ability to assign and supervise a medium-sized group of employees, and to train and instruct employees.
- ◆ Ability to understand and follow oral and written instructions and to keep simple records and make reports.
- ◆ Ability to establish and maintain effective working relationships with maintenance crews and management of the institution.

QUALIFICATIONS

Education:

Completion of two (2) years of Postsecondary education with a minimum of 15 semester hours in Industrial Maintenance Technology or a related field.

Experience:

Three (3) years of experience in industrial maintenance area and should possess leadership abilities and/or course work in management skills.

Personal Qualities:

Pleasing personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills.

JOB TITLE	LEVEL	GRADE	JOB. No.
Supervisor--Facility Maintenance II	E-1	01	335

DEFINITION

This is administrative maintenance work coordinating institutional building maintenance and custodial services.

The employee in this class is responsible for coordinating the daily buildings services of the institution. Work includes daily inspections of activities, rescheduling work crews to meet varying conditions and initiating requests for equipment and supplies. Work is performed under direct supervision of the Director of Physical Plant. Performance is evaluated through daily inspections, personal meetings, and written reports.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed).

- ◆ Supervises maintenance and custodial personnel.
- ◆ Makes minor repairs, and otherwise keeps buildings, equipment, and premises in an orderly condition; participates in these tasks on a relief basis.
- ◆ Requisitions supplies, distributes supplies to personnel, and checks the use of supplies and equipment.
- ◆ Reviews schedules to assure adequate coverage; revises schedules to meet changing conditions.
- ◆ Reviews maintenance and custodial activities and inspects work for effectiveness.
- ◆ Reschedules work to carry out priorities as determined by the Director of Physical Plant.
- ◆ Reviews maintenance and custodial activities and sees that work is performed according to instructions.
- ◆ Coordinates all maintenance and custodial activities with the Director of Physical Plant.
- ◆ Holds regular meetings with maintenance and custodial personnel to discuss procedures for improving institutional maintenance and custodial services.
- ◆ Maintains records of supplies and materials.
- ◆ Complies with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.
- ◆ Performs related work as assigned.

JOB TITLE	LEVEL	GRADE	JOB. No.
Supervisor—Facility Maintenance II	E-1	01	335

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Certification in a maintenance area; i.e., electricity, HVAC, plumbing, carpentry, welding, etc.
- ◆ Considerable knowledge of materials, methods, and practices used in maintenance and cleaning operations.
- ◆ Working knowledge of the methods and equipment used in building maintenance and custodial services.
- ◆ Ability to assign and supervise a medium-sized group of employees, and to train and instruct employees.
- ◆ Ability to understand and follow oral and written instructions and to keep simple records and make reports.
- ◆ Ability to establish and maintain effective working relationships with maintenance crews and management of the institution.

QUALIFICATIONS

Education:	Completion of three (3) years of Postsecondary education with a minimum of 21 semester hours in Industrial Maintenance Technology or a related field.
Experience:	Six (6) years of experience in industrial maintenance area with at least three (3) years in a supervisory capacity, <i>with three (3) years of experience as Supervisor—Facility Maintenance I.</i>
Personal Qualities:	Pleasing personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills.