

JOB TITLE	LEVEL	GRADE	JOB. No.
Supervisor--Building Maintenance I	E-2	03	330

DEFINITION

This is administrative maintenance work coordinating institutional building maintenance.

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 personnel engaged in such duties as repair and/or replacement of HVAC, electrical, and plumbing equipment.
- ◆ Makes minor repairs, and otherwise keeps buildings, equipment, and premises in an orderly condition; participates in these tasks on a relief basis.
- ◆ Requisitions maintenance 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 activities and inspects work for effectiveness.
- ◆ Reschedules work to carry out priorities as determined by the Director of Physical Plant.
- ◆ Reviews maintenance activities and sees that work is performed according to instructions.
- ◆ Coordinates all maintenance activities with the Director of Physical Plant.
- ◆ Holds regular meetings with maintenance personnel to discuss procedures for improving institutional maintenance.
- ◆ Maintains records of supplies and materials.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Considerable knowledge of materials, methods, and practices used in maintenance operations.
- ◆ Working knowledge of the methods and equipment used in building maintenance.
- ◆ Ability to assign and supervise a medium-sized group of maintenance 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.
- ◆ Sufficient physical strength to permit the performance of manual tasks; ability to lift 50 pounds from the ground; ability to lift arms above the head.
- ◆ Ability to walk for extended periods of time; ability to walk up and down stairs and climb up and down ladders.

QUALIFICATIONS

Education:	Two (2) years of Postsecondary education with a minimum of 15 semester hours in Industrial Maintenance Technology or a related field. Appropriate license/certification.
Experience:	Three (3) years of experience in industrial maintenance area and should possess leadership abilities and/or course work in management skills. Friendly personality; enthusiastic, positive attitude; evidence of Appropriate license/certification in a maintenance area such as electricity, HVAC, plumbing, carpentry, etc. required.
Personal Qualities:	trustworthiness and ethical conduct; effective human relations skills; strong work ethic.