

## MAINTENANCE SUPERVISOR

### NATURE OF WORK

This is a skilled supervisory position directing a moderate sized crew of custodial personnel and skilled workers engaged in repair and maintenance of a variety of city buildings and facilities, or engaged in the Handyman program.

Work involves responsibility for supervising and participating in the work of a small sized group of skilled and semi-skilled workers of the various trades with major emphasis on building maintenance, repair and construction tasks. Employees are required to direct the work of a variety of different skilled workers and must act as supervisor in several trades. General supervision is received from an administrative or technical superior in the form of oral and written work orders, consultation, and inspection of work in process and upon completion. Supervision is exercised over skilled and unskilled workers and volunteers.

### EXAMPLES OF WORK PERFORMED

Assists in the inspection of buildings, grounds, and equipment to determine the existence of conditions calling for electrical, carpentry, plumbing, masonry, or mechanical repairs.

Supervises or performs work in several trades on assigned projects such as painting, carpentry, and plumbing work.

Coordinates, hires, trains and supervises Handymen, van drivers and sentry care volunteers and programs.

Inspects work in process and upon completion to determine that work is performed according to instructions and standard trade practices and that established standards are being maintained.

Prepares performance appraisals on subordinates; prepares work schedules and prepares or reviews time reports for subordinates; assists in instruction of technical and safety training for subordinates.

Initiates purchase requisitions for materials, supplies and equipment to support maintenance/repair activity; assists in budget planning for maintenance; maintains work order files, repair and equipment records, and records pertaining to the preventative maintenance program.

Conducts, demonstrates and instructs subscribers in the use of emergency response equipment.

Coordinates maintenance tasks with other supervisors as needed.

Participates in repair and maintenance activities; assumes responsibility of preventative maintenance system as it relates to buildings and grounds.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, processes, materials, and equipment used in the maintenance and repair of buildings and equipment.

Considerable knowledge of the hazards involved in building maintenance and repair work and of precautionary measures to be taken.

Some knowledge of computers and their applications.

Considerable knowledge of the City building code requirements.

Ability to inspect buildings and other facilities and to determine maintenance and repair needs.

Ability to work from sketches, blueprints, and oral and written instructions.

Ability to make accurate estimates of time and materials required for repair and maintenance work.

Ability to plan, organize, and supervise the work of tradesmen and related workers.

Skill in the use of tools, and in the operation of machines and equipment used in one or more of the building trades.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and six months of experience in one of the building trades, or any combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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