

CLASSIFICATION SPECIFICATION

Facilities Maintenance Mechanic Supervisor

FT/PT Class Code: 7044, 7544 Pay Grade: B/C 15 FLSA: Non-Exempt Est. 07/01/12

SUMMARY STATEMENT: An incumbent is responsible for supervising the maintenance, repair, and remodeling of an educational facility.

NATURE AND SCOPE:

An incumbent in this class typically reports to a technical supervisor and supervises subordinate maintenance personnel to ensure the facility is kept in safe and good operating condition. A significant aspect of the work is the need to ensure that the building operating systems are in good repair.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assigns, supervises, and inspects plumbing, electrical, carpentry, heating, ventilating, air conditioning, painting, and other maintenance and repair work; and evaluates performance of subordinates. Troubleshoots and performs maintenance when needed.
2. Supervises equipment and motor vehicle maintenance and repair.
3. Supervises contracted work on site to ensure satisfactory results and the safety of surrounding areas.
4. Supervises the operation, maintenance, and repair of boilers, pumps, and water and other treatment installation.
5. Maintains and writes reports. Orders and purchases supplies and equipment.
6. Oversees preventative maintenance and designs work plans.
7. Supervises facilities sanitation and facilities grounds maintenance personnel when assigned.
8. Assists in organizing and set-up for special campus events and assists with office moves.
9. Supervises and performs snow removal related duties during inclement weather as needed.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of relevant safety procedures and building maintenance mechanics.
- ◇ Knowledge of supervisory principles and practices.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Knowledge of office practices, procedures, and management.
- ◇ Knowledge of scheduling, training, and supervision.
- ◇ Knowledge of recordkeeping and report writing.
- ◇ Ability to plan, schedule, assign, supervise, inspect and evaluate the work of a moderately large force of maintenance, trades, and other personnel.
- ◇ Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of building maintenance experience; or other equivalent combination of education and experience.
- ◇ Must possess and maintain a valid driver's license as issued by the Department of Public Safety.