



Maintenance Supervisor

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
MAINTENANCE SUPERVISOR I	9053	A17	\$42,976 - \$64,469
MAINTENANCE SUPERVISOR II	9054	A18	\$45,521 - \$71,055
MAINTENANCE SUPERVISOR III	9055	A19	\$48,244 - \$76,028
MAINTENANCE SUPERVISOR IV	9056	A21	\$54,278 - \$87,046

GENERAL DESCRIPTION

Performs maintenance and construction supervisory work overseeing staff involved in the installation, care, and repair of state facilities and equipment.

EXAMPLES OF WORK PERFORMED

Oversees and participates in scheduled preventative maintenance programs.

Inspects current conditions to identify need for future maintenance or construction.

Inspects completed work on buildings, equipment, machinery, vehicles, and grounds; and reports inspection findings to appropriate staff and management.

Prepares reports; maintains records of repairs; provides status updates to management regarding projects, workloads, and project priorities; and processes documentation detailing work performed.

Coordinates with other supervisors to ensure efficient use of labor and materials.

Sketches rough plans and designs for projects and provides advice on options.

May participate in planning programs involving physical plant, grounds, or service industries.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Note: Factors that may distinguish between levels include the scope of responsibility, oversight, and authority; hierarchy, the scope, type, nature, size, risk, and complexity of the maintenance or repair project and/or the facility being maintained or repaired; the types of equipment used and maintained; the size and type of the supervised workgroup; and the employee's related work experience, education, and certifications.

Differences in duties and authority between levels may also be influenced by the employing agency, specific job requirements, and whether the employee holds additional credentials, such as specialized certifications.

MAINTENANCE SUPERVISOR I: Performs complex (journey-level) maintenance and construction supervisory work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may oversee staff performing routine or primarily small-scale maintenance and repairs.

MAINTENANCE SUPERVISOR II: Performs highly complex (senior-level) maintenance and construction supervisory work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee staff performing complex or primarily medium-scale maintenance and repairs.
- Coordinate the work of outside contractors and advise management on the specifics of proposed or ongoing projects.
- Inventory supplies and equipment, and initiate requisitions for materials and supplies for projects.
- Prepare estimates of work hours, materials, and resources required for projects.
- Review reports.

MAINTENANCE SUPERVISOR III: Performs advanced (senior-level) maintenance and construction supervisory work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee staff performing highly complex or large-scale maintenance and repairs.
- Schedule preventative maintenance programs.
- Oversee the preparation of estimates of work hours, materials, and resources required for projects.
- Oversee and monitor the inventory of materials, supplies and equipment; and approve and initiate requisitions for materials and supplies.
- Coordinate work assignments with other supervisors to ensure efficient and effective use of all resources.
- Schedule inspections of completed work on buildings, equipment, machinery, and grounds; and report inspection findings to staff and management.
- Prepare instructions for machinery operators.
- Conduct training on tool and machinery operations safety.
- Administer proficiency tests.

MAINTENANCE SUPERVISOR IV: Performs highly advanced (senior-level) maintenance and construction supervisory work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may oversee staff performing advanced or large-scale maintenance and repairs.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in general construction and maintenance work, including supervisory experience. Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of building and grounds maintenance; construction techniques; plumbing and heating systems; electrical systems; sanitation practices; fire and safety regulations and procedures; painting, carpentry, and welding techniques; steel fabrication; inspection procedures; and local building codes.
- Skill in the use of tools and equipment, in prioritizing work schedules, and in monitoring and inspecting the work performed by staff and contractors.
- Ability to interpret blueprints, drawings, and specifications; to organize preventative maintenance programs; to develop effective work methods; to draw rough sketches of proposed projects; to communicate effectively; and to supervise the work of others.

Additional for Maintenance Supervisor II – IV levels

- Ability to estimate work hours and plan work schedules.

Additional for Maintenance Supervisor III – IV levels

- Ability to maintain accurate reports and records.

Additional for Maintenance Supervisor IV level

- Skill in troubleshooting causes for maintenance issues.