



# Maintenance Supervisor I

Salary Group: A15

Class Code: 9053

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
MAINTENANCE SUPERVISOR I	9053	A15	\$32,976 - \$52,045
MAINTENANCE SUPERVISOR II	9054	A16	\$34,918 - \$55,130
MAINTENANCE SUPERVISOR III	9055	A17	\$36,976 - \$58,399
MAINTENANCE SUPERVISOR IV	9056	A19	\$42,244 - \$68,960

## GENERAL DESCRIPTION

Performs complex (journey-level) maintenance and construction supervisory work. Work involves planning, assigning, and scheduling staff for the installation, care, and repair of state facilities and equipment. Supervises the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees maintenance and construction staff performing routine or primarily small in scale maintenance or repairs, and ensures that work standards and safety and building regulations are met.

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 inventory supplies and equipment, and initiates requisitions for materials and supplies for projects.

May coordinate work of outside contractors and advise management on specifics of proposed or ongoing projects.

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

Supervises the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in general construction and maintenance work. 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**

Knowledge of building and grounds maintenance; of construction techniques; of plumbing and heating systems; of electrical systems; of sanitation practices; of fire and safety regulations and procedures; of painting, carpentry, and welding techniques; of steel fabrication; of inspection procedures; and of 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.