



Maintenance Supervisor II

Salary Group: A16

Class Code: 9054

<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 highly complex (senior-level) supervisory maintenance and construction work. Work involves overseeing maintenance and construction staff involved in the installation, care, and repair of state facilities and equipment. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Oversees and participates in scheduled preventative maintenance programs.

Coordinates the work of outside contractors and advises management on the specifics of proposed or ongoing projects.

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

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

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

Prepares estimates of work hours, materials, and resources required for projects.

Prepares and reviews reports; maintains records of repair; and provides status updates to management regarding projects, workloads, and project priorities.

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 sanitation practices; of electrical systems; of fire and safety regulations and procedures; of painting, carpentry, and welding techniques; of steel fabrication; 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 develop effective work methods; to organize preventative maintenance programs; to estimate work hours and plan work schedules; to communicate effectively; and to supervise the work of others.