



Maintenance Supervisor IV

Salary Group: A19

Class Code: 9056

<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 advanced (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 minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Oversees the preparation of maintenance reports.

Oversees and schedules preventative maintenance programs.

Oversees the preparation of or prepares estimates of work hours, materials, and resources required for projects.

Oversees and monitors the inventory of materials, supplies and equipment; and approves and initiates requisitions for materials and supplies.

Coordinates work assignments with other supervisors to ensure efficient and effective use of all resources.

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

Schedules and inspects completed work on buildings, equipment, machinery, and grounds; and reports inspection findings to staff and management.

Approves and initiates requisitions for materials and supplies.

Prepares reports and maintains records of repairs.

Prepares instructions for machinery operators and conducts training on tool and machinery operations and safety.

May administer proficiency tests.

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, 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

Knowledge of building and grounds maintenance; of construction techniques; of plumbing and heating systems; 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 troubleshooting causes for maintenance issues, 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 maintain accurate reports and records; to organize preventative maintenance programs; to estimate work hours and plan work schedules; to communicate effectively; and to supervise the work of others.