

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5208

MAINTENANCE SUPERVISOR I

Abolished Effective February 10, 2006

DEFINITION

Supervise journey tradesworkers or general maintenance mechanics performing work on campus buildings, grounds, equipment, and other facilities.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by the requirement for supervising journey tradesworkers in the fields of plumbing, carpentry, electrical, sheet metal, roofing, etc., at a project or job location. Positions typically supervise a variety of journey tradesworkers and helpers, or skills.

TYPICAL WORK

Supervise full-time journey and/or lead workers in installation, repair, maintenance, and alteration of plant facilities and equipment;

Read plans and blueprints; determine scope of work, materials needed, their cost, and availability;

Assist in the development of the departmental budget;

Select, train, and evaluate employees; participate in employee discipline;

Order materials and maintain an adequate inventory of required materials to carry on shop or maintenance work;

Supervise preventative maintenance on buildings and facilities;

Enforce safety rules and regulations;

Maintain records on work performed; write reports as required;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years' full-time experience as a journey tradesworker, or General Maintenance Mechanic II, or equivalent; including one-year, full-time experience as a lead, or equivalent. Possession of a valid motor vehicle operator's license may be required.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

The examination (including written, E & T, and oral components) will consist of a scored evaluation of the applicant's experience as a journey tradesworker including work as a lead or supervisor, knowledge of maintenance practices, construction material and safety rules and regulations; ability to supervise trades supervisors in the operation of a unit in a physical plant maintenance department; and personal qualifications related to the ability to perform the supervisory duties of a Maintenance Supervisor. The examination may be given and scored by an examining panel.

New Class: 1-03-73
Revise Code & Title: 10-12-73
Revise Code & Class: 1-18-74
Revise MQ: 7-2-90