

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5209

### MAINTENANCE SUPERVISOR II

**Abolished Effective February 10, 2006**

#### DEFINITION

Supervise maintenance and operation work on campus buildings, grounds, equipment, and other facilities.

#### DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by the requirement for supervising tradesworkers performing maintenance and operation work in the fields of plumbing, carpentry, electrical, sheet metal, roofing, etc. Positions typically supervise lead workers and various journey tradesworkers and helpers. Responsibility includes cost projections, billing, and material control.

#### TYPICAL WORK

Supervise full-time journey and lead workers in operation, installation, repair maintenance, and alteration of plant facilities and equipment; coordinate with, and advise trade/maintenance supervisors on job requirements;

Read plans and blueprints; determine scope of work, materials needed, their cost, and availability; write specifications for projects; and prepare documents for contracts;

Assist in the development of the departmental procedures, policies, and budgets; make cost estimates of construction, remodeling, and special projects;

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

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

Inspect campus building; develop preventative maintenance programs 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

Three years' full-time experience as a journey tradesworker, or General Maintenance Mechanic II, or equivalent; including one year, full-time experience in a lead or supervisory capacity. 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: 1-18-74  
Corrected Copy: 2-15-74  
Revise MQ: 7-2-90