

BUILDING MAINTENANCE SUPERVISOR

KIND OF WORK

Supervisory and management work on construction, repair and maintenance of buildings and other structure.

NATURE AND PURPOSE

An employee in this class has large-scale management responsibility for the proper repair and maintenance of a large number of buildings, and for preparing plans and specifications, making estimates and issuing requisitions at a large state institution or a department having buildings located throughout the state.

Direction received from administrative superiors is of a non-technical nature and affords a wide degree of independent action. Plans for large-scale projects are reviewed by technical engineers. Work may be inspected in progress, and completed work is reviewed for results obtained.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises carpenters, painters, masons, plumbers, electricians and other skilled and unskilled workers in constructing buildings, annexes, large pump houses, elevator shafts, etc.; large-scale repairing and remodeling of roofs, floors and building interiors; and extensive maintenance and repair operations on buildings, structures and equipment.

Makes periodic inspections of institutional or departmental buildings and makes recommendations for improvements or repairs.

Prepares plans, sketches and specifications covering construction and repair work.

Prepares detailed estimates and makes requisitions for materials, equipment and labor.

Inspects work and orders or recommends changes as construction work progresses.

Plans and lays out work, inspects materials received, and keeps records of time, work, material used and costs.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough working knowledge of the methods, practices, materials and equipment used in the construction and maintenance of various types of buildings.

Considerable knowledge of the occupational hazards of involved building construction.

Ability to:

Lay out and supervise the work of skilled tradesmen, helpers and inmates on varied projects.

Prepare plans and sketches, to make estimates of work and materials, to maintain working schedules, and to inspect materials and work progress to determine conformity to plans and specifications.

Keep accounts and records pertaining to the work.

Mechanical ability.

Est.: 6/5/46

Rev.: 8/4/58

Ckd.: 8/92

T.C.: 4/19/72

Former Title(s):

Building Foreman II