

Facilities Maintenance Supervisor

Job Code
3269N2

Job Title
Facilities Maintenance Supervisor

Pay Grade
27

CONCEPT:

This is highly skilled work in the installation, maintenance, repair and operation of the physical plant and grounds of an agency and supervision of an organizational unit of skilled and semi-skilled workers.

TASKS:

- Assigns and directs the work of skilled craft workers such as electricians, carpenters, plumbers, etc., in the installation, maintenance, repair and operations functions of steam, water, sewer, and electrical systems, refrigeration/air conditioning and electrical equipment, walls, floorings, ceilings, duct work and guttering; construction of shower and toilet buildings, shop buildings, concrete and wood structures; painting of buildings and maintenance of grounds; may supervise the grounds maintenance operations of an agency.
- Designs practical on-the-job training for less experienced workers; develops cross-training experiences for workers to develop more versatile workforce.
- Assists supervisor in planning of project work, estimates materials and supplies needed for projects. Accepts or rejects materials and supplies received. Maintains awareness of current literature concerning material, equipment and technique as they apply to work performed and supervised.
- Maintains control measures over worker safety practices and care of equipment, tools and supplies.
- Supervises and trains inmates, clients and residents in the performance of skilled craft level work.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirement:

Five years of experience in the mechanical or building trades. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements:

Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties; possess a valid driver's license; and/or have an EPA approved CFC and general refrigerant reclamation certification.

REF: 12/13

REV: 6/23

REV: 6/24