

# Physical Plant Supervisor

Job Code	Job Title	Pay Grade
3297N2	Physical Plant Supervisor	27
3298N2	Physical Plant Supervisor Senior	29
3299N2	Physical Plant Supervisor Specialist	32

## CONCEPT:

This is skilled work in directing the operation and maintenance of physical plant and grounds.

## TASKS

- Supervises skilled or semi-skilled employees in the installation, operation and maintenance of mechanical systems, such as steam, heat, electrical power, refrigeration or water supply and sewage systems; explains procedures, demonstrates techniques and assists subordinates in the more difficult projects.
- Supervises skilled crafts personnel in the maintenance and repair of buildings, property, and grounds throughout the agency; coordinates the work of skilled crafts personnel.
- Performs periodic visual inspections of buildings, grounds, and physical plant facilities to monitor the operation and maintenance of equipment, and to check for needed repairs or adjustments.
- Determines need for and plans maintenance or repair projects, including estimating and submitting cost and material needs; purchases materials and supplies for projects.
- Maintains records of physical plant activities and personnel, such as the operations of mechanical equipment systems, the usage of fuel and supplies, and employee records and files.
- Trains personnel in work methods, supply utilization and preventive maintenance techniques, to provide continued power and mechanical services to the agency.

## LEVELS OF WORK

- Class Group consists of three classes.

**Physical Plant Supervisor:** Work involves supervision of skilled craft and trade workers in directing a small physical plant or a phase of a large physical plant. Work includes performing inspections of buildings, grounds, and physical plant facilities and determining need for maintenance and repair.

**Minimum Requirements:** Four years of experience in building trades or mechanical building trades. Education may be substituted for experience as determined relevant by the agency.

**Physical Plant Supervisor Senior:** This is administrative and technical work in supervising and directing the total operations and maintenance of a large physical plant and grounds, or in directing one or more phases of physical plant operations at the largest state institutions. Work involves supervision of subordinate supervisors, trades supervisors and/or skilled workers in their maintenance and repair responsibilities, the preparation of plans and specifications for work projects, and preparation of administrative and budget reports relating to physical plant and grounds operations. An incumbent also recommends new programs or operational procedures, determines material and supply needs, and selects personnel for the physical plant.

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

**Physical Plant Supervisor Specialist:** This is administrative work relating to the operation and maintenance of large and complex physical facilities. An incumbent in this class is responsible for preparing budgetary estimates, coordinating physical plant services with other agency departments, and evaluating physical plant operations. The employee will inspect the work of subordinates who are directly responsible for the operation of a power plant and for maintenance of buildings and grounds; inspects heat and power plant operations; inspects new construction projects and recommends and directs the implementation of new and revised operating and maintenance procedures and techniques. May also prepare reports and participate in long-term planning as a resource person concerning physical plant activities, capital improvements, and major repair projects.

**Minimum Requirements:** Six years of experience in building trades or mechanical building trades. Education may be substituted for experience as determined relevant by the agency.

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REV: 6/23

REV: 6/24