

## MAINTENANCE SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in skilled work involved in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in the repair and maintenance of building structures, machinery, electrical and mechanical equipment and fixtures.

Supervises the storage of supplies, tools, and equipment and ensures they are maintained and available for work projects; orders supplies, tools, and equipment as needed.

Estimates the time and material costs of work projects.

Applies and enforces safe work practices on the job.

Interprets and works from building codes, diagrams and blueprints.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools, and equipment used in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

Knowledge of the hazards and safety practices of the trade.

Ability to supervise the work of others.

Ability to estimate the time and material costs of work projects.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

Ability to interpret and work from building codes, diagrams and blueprints.

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

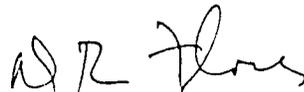
MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience in the repair of building structures, machinery, electrical wiring and fixtures, including two years at the skilled level; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

Pay Grade J Step 1: \$22,942 - Step 10: \$34,414



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DAVID R. FLORES, Executive Director  
Civil Service Commission