

GENESEE COUNTY

BUILDING MAINTENANCE SUPERVISOR(COLLEGE)

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for planning and supervising activities of a number of skilled and semi-skilled personnel in a variety of building maintenance and repair tasks. The work is performed under general direction, permitting considerable leeway in planning a preventative maintenance program and in establishing operating standards in keeping buildings and equipment in good condition. Supervision is exercised over maintenance personnel.

TYPICAL WORK ACTIVITIES:

Plans and schedules a program of preventative maintenance and repair;
Assigns maintenance staff to various tasks and determines priority of work;
Supervises and participates in the maintenance and repair of all heating, electrical, and mechanical equipment;
Conducts periodic inspections of building conditions;
Estimates cost of maintenance and repair projects;
Inspects and otherwise exercises control over repair and alteration work performed by outside contractors;
Assists in the preparation of specifications for major repair work;
Assists in the preparation of annual budget as it applies to maintenance and repair activities;
Requisitions equipment and supplies according to a prescribed manner;
Maintains appropriate records on operations and prepares periodic reports;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, tools and equipment used in the maintenance and repair of buildings and equipment; good knowledge of the work of building tradesmen and ability to direct and inspect their work; ability to read and interpret blueprints; ability to plan and supervise the work of others; ability to understand complex oral and written directions; mechanical aptitude; good judgment.

MINIMUM QUALIFICATIONS:

Five years of experience in either general building construction or maintenance work in one or more of the building trades, such as carpentry, plumbing, electrical; or any equivalent combination of experience and training.

Competitive Class

Adopted 2/28/80

Revised 3/27/00 - 8/7/00 - 5/10/02

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.