

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Building Maintenance Supervisor

Class Code: 80242

Pay Grade: GG

A. Purpose:

Directs and supervises the activities of building maintenance workers in the operation and maintenance of buildings and facilities, identifying the areas needing repairs or improvements and assigning personnel and resources to make the repairs or improvement to enhance the appearance of and to maintain the buildings of the facility or institution.

B. Distinguishing Feature:

Building Maintenance Supervisors supervises building maintenance staff which includes interviewing, hiring, training, assigning tasks, and doing performance appraisals.

Building Maintenance Lead Workers perform building maintenance tasks and are a lead worker/crew leader over other building maintenance workers continually assigned to and working under the direction of the incumbent.

Senior Building Maintenance Workers are assigned technical tasks, projects, or a specialty area requiring the incumbent to determine how to do the job, acquire materials and complete the project with minimal supervision.

Building Maintenance Workers are assigned a variety of routine tasks, assists other staff in doing maintenance tasks, or works under close supervision.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Schedules and assigns building maintenance workers to various tasks to ensure that maintenance tasks are completed correctly and efficiently.
2. Supervises building maintenance workers to ensure quality, quantity and timeliness of work.
 - a. Conducts interviews and recommends the selection of staff..
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance reviews and completes performance documents.
3. Inspects the work of staff or contractors to ensure projects are completed correctly and within specified time frames.
 - a. Visually examines maintenance projects.
 - b. Compares work being done to work order instructions and building code requirements.
 - c. Assists in completing the project.
4. Determines the requirements for tools, equipment and supplies or materials for projects to ensure that the proper and correct amount of materials are used within the projects costs guidelines.
 - a. Looks at what is proposed.
 - b. Provides cost estimates and the feasibility of the proposed projects.

5. Prepares and submits financial data on building maintenance projects and needs to be used to plan budget, for cost records, accounting information and in material acquisition to provide information on building maintenance activities.
6. Orders parts, materials and supplies to ensure that there is an adequate supply of materials, parts and supplies on hand to complete maintenance activities.
 - a. Checks current inventory.
 - b. Records on the past use of materials.
 - c. Reviews projected projects for their needs.
 - d. Submits the order for processing.
7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a physical plant manager or administrator. Supervises building maintenance staff.

E. Challenges and Problems:

Challenged to effectively supervise a work force; coordinate the budget for and requisition materials and tools; coordinate work with another agency; receive materials on time and schedule around back ordered materials; train personnel; prepare job assignments; coordinate schedules with contractors; properly prioritize jobs; select the correct materials and staff to do an assignment; deal with personnel problems and conflicts.

Typical problems include meeting the day to day needs of the facility while still completing scheduled improvements; working with out dated systems; preparing materials list needed to maintain facilities; meeting deadlines; planning future maintenance work to avoid crisis and shutting down systems to make emergency repairs while creating the least possible inconvenience for the users of the system.

F. Decision-making Authority:

Decisions made include specifying the material needed to do the jobs; how to do a job to ensure that design and code criteria are followed; assigning and scheduling building maintenance workers to do jobs; the design of remodeling or construction projects; conducting performance appraisals of staff; approving annual or sick leave requests; expending budget dollars for materials and supplies; and ordering supplies and materials.

Decisions referred include the major purchase of equipment; major remodeling projects; when to bring in contractors to complete the project; recommendations regarding staff changes and disciplinary actions; budget adjustments; and changes in policies or procedures.

G. Contact with Others:

Daily contact with institution or agency staff as needed to discuss remodeling projects, to find out what types of repairs need to be done and if repairs completed are satisfactory; with the state engineer or state inspectors on new construction or remodeling projects; with administrative staff on construction projects being done or needing to be done; and with contractors to coordinate work and to ensure quality and code requirements are being met.

H. Working Conditions:

Duties are typically performed within a particular building but may be required to be outside to inspect projects on the exteriors of buildings. The incumbent may be exposed to hazards associated with mechanical rooms, tunnels, in crawl spaces and to asbestos lined areas.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the principles and practices of the trades supervised;
- safety measures and occupational hazards of the trades;
- effective methods of supervision.

Ability to:

- establish and maintain effective supervisory relationships;
- plan and schedule work assignments; to keep records;
- read, interpret, and work from sketches, blueprints, and specifications;
- keep thorough and accurate records;
- deal tactfully with others;
- communicate information clearly and concisely;
- perform tasks in the trade areas supervised.