

BUILDING MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the maintenance of mechanical and electrical equipment including heating, ventilating, air conditioning, lighting and water systems. The work also involves responsibility for supervising the operations and programming of an energy management computerized control system. The work is performed under the general supervision of an administrator or Department Head with considerable leeway provided for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of assigned maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and performs the maintenance of electrical systems, building electrical circuits and heating and cooling systems;
 Operates controls and programs an energy management system including a host computer, building management software and assorted peripheral and ancillary devices;
 Utilizing computer, records daily, monthly and yearly logs, equipment performance records, manuals on equipment and related building maintenance records;
 Analyzes control systems and equipment performance and, where necessary, makes adjustments to or supervises the adjustments to these systems;
 Consults with Department Head and other administrative personnel and subordinate staff to coordinate work projects;
 Inspects and reviews various maintenance projects;
 Makes recommendations for updating and improving control systems and building electrical systems;
 Establishes and conducts a preventative maintenance support program for all electrical and mechanical equipment;
 Maintains accurate records on equipment and inventory;
 Requisitions supplies and equipment as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, tools, terminology and accident precautions of the electrical trade; thorough knowledge of the design, construction, installation, maintenance and repair of electrical and mechanical equipment, heating and cooling systems, circuitry and electrical service systems; ability to operate, control and program a computerized energy management system including ancillary and peripheral devices; ability to work with all types of circuits and electronic schematics; ability to work from plans and supervise the work of others; ability to understand and carry out oral and written directions; mechanical aptitude, dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Three years of experience as a journeyman in one of the recognized *skilled trades; OR
2. Four (4) years of full-time paid experience, or its part-time equivalent, in general *building maintenance and repair work OR in one of the standard building trades such as carpentry, plumbing, masonry or electrical work; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

* Skilled trades include journey level work as carpenter, electrician, mason, plumber and/or heating, ventilating and air conditioning installers.

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MINIMUM QUALIFICATIONS: (Continued)

Non-Qualifying experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

APPROVED: SEPTEMBER 22, 1987

REVISED: 11/17/15; 2/15/21

CIVIL SERVICE CLASSIFICATION: COMPETITIVE