

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 5/14/02	CLASS TITLE: BUILDING MAINTENANCE SUPERVISOR II	CODE: 53136
	MAJOR AGENCIES: BCC (PUBLIC WORKS DEPARTMENT-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Advanced supervisory level in the building maintenance occupation under administrative direction of the Building Maintenance and Parks Manager requiring extensive knowledge of building systems maintenance techniques & tools in order to supervise assigned staff (i.e., including Building Maintenance Mechanic III and Building Maintenance Mechanic II) engaged in skilled building maintenance, alterations & repairs and custodial services for large complex building(s) with 5 or more stories and 200,000 or more square footage. Large size staff (more than 17). Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Supervises lower-level supervisor and skilled, semi-skilled & unskilled workers at multiple sites engaged in skilled building maintenance, alteration, repair and building custodial work for large complex buildings with 5 or more stories and 200,000 or more square footage, maintains proper operations of all building equipment, operates motor vehicle to visit multiple sites, establishes general guidelines and priorities, meets with county staff to determine projects, plans preventive and proactive maintenance programs, inspects, monitors repair work in progress and upon completion for approval, assists manager in developing and implementing building maintenance programs, ensures building maintenance compliance with applicable state and local regulations, assists in budget preparation, approves work or monitors and inspects contractors for adherence to specifications.	<u>Knowledge of</u> 3 (inventory control), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices),* 13 (office practices and procedures),* 15 (counseling), 16 (interviewing); <u>Skill in</u> 28 (skilled trade--building maintenance, electrical, plumbing, HVAC to perform skilled craft proceedings), 29 (equipment operation--building maintenance equipment, PC, motor vehicle); <u>Ability to</u> 30b (recognize unusual or threatening conditions & take appropriate action),* 30f (deal with problems involving several variables in familiar context), 30g (understand system of mechanical system procedures (e.g., electrical, plumbing, carpentry, HVAC, wiring), 30j (interpret variety of instruction in written, oral, picture or schedule form), 30r (deal with many variables & determine specific action (e.g., research, production), 31c (add, subtract, multiply & divide whole numbers), 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 32o (prepare meaningful, concise & accurate reports), 34c (cooperate with co-workers on group projects), 34e (establish friendly atmosphere as supervisor of work unit),* 35d (demonstrate dexterity (to use hands and/or feet skillfully), (read and interpret blue prints).
	(Performs Related Duties As Required)	(*Developed After Employment)

UNUSUAL WORKING CONDITIONS: On call 24-hours per day.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must have current valid Ohio driver's license with acceptable driving record. Equivalent to high school diploma, apprenticeship in building maintenance craft and 7 yrs. experience at the full performance level in building maintenance including 2 yrs. supervisory experience. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must maintain licensure.
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	<p>Performs tasks of the functional area(s) supervised (e.g., alteration &/or repair, skilled craft), estimates time, material & labor costs for specific jobs, maintains tool control & inventory of maintenance supplies and equipment, plans shifts & work schedules, keeps job records, prepares reports of work performed & notes progress of work done by outside contractor, assists in inspection & approval of completed projects.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>
UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) - OR completion of associate degree core course work in mechanical, electrical or electronic engineering technology or related discipline and 7 yrs. experience at the full performance level in building maintenance including 2 yrs. supervisory experience. - OR alternative, equivalent evidence of the Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: