

<b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b> 5/14/02	<b>CLASS TITLE:</b> BUILDING MAINTENANCE SUPERVISOR I	<b>CODE:</b> 53135
	<b>MAJOR AGENCIES</b> BCC (PUBLIC WORKS DEPARTMENT-ONLY)	<b>PAGE</b> <u>1</u> <b>OF</b> <u>2</u>

**CLASS CONCEPT:** Seasoned supervisory level in the building maintenance occupation under general direction of the Building Maintenance & Parks Manager, requiring thorough knowledge of building systems, maintenance techniques and tools in order to supervise lower-level supervisor and other assigned staff including Building Maintenance Mechanic III and Building Maintenance Mechanic II and direct the skilled building maintenance, alteration, repair and custodial services for small building(s) with less than 5 floors and less than 200,000 square footage. Normal size staff (5-17). 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 other assigned staff (i.e., Building Maintenance Mechanic II, III and semi-skilled and unskilled workers) at multiple sites engaged in skilled building maintenance, operates motor vehicle to visit sites, alteration, repair and building custodial work for small buildings with less than 5 floors and less than 200,000 square footage, maintains proper operations of all building equipment, establishes general guidelines and priorities, meets with county staff to determine projects, plans a 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 building regulations, assists in budget preparation, approves work or monitors and inspects contractors for adherence to specifications.  (Performs Related Duties As Required)	<u>Knowledge of</u> 3 (inventory control), 5 (management), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices),* 11b (human relations), 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--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 and repair meaningful, concise, 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), 35c (must be able to lift up to 70 pounds and demonstrate full range of motion for bending, stooping and lifting), 35d (demonstrate dexterity (to use hands and/or feet skillfully). Read and interpret blue prints. (*Developed After Employment)

<b>UNUSUAL WORKING CONDITIONS:</b> On call 24-hours per day.	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any) Must have current valid Ohio driver's license with acceptable driving record and in addition must satisfy one of the following options: Equivalent to high school diploma, apprenticeship in building maintenance and 5 yrs. experience in building maintenance at the full performance level including 1 yr. supervisory experience. (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b> 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 &amp;/or repair, skilled craft), estimates time, material &amp; labor costs for specific jobs, maintains tool control &amp; inventory of maintenance supplies &amp; equipment, plans shifts &amp; work schedules, keeps job records, prepares reports of work performed &amp; notes progress of work done by outside contractors, assists in inspection &amp; approval of completed projects.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any) - OR completion of associate degree core course work in mechanical, electrical or electronic engineering technology or related discipline and 5 yrs. experience in building maintenance at the full performance level including 1 yr. supervisory experience <u>or</u> 3 yrs. experience as team leader <u>or</u> 9 college level business/management courses. - <b>OR alternative, equivalent evidence of the Minimum Class Requirements.</b> (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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