

The Maryland-National Capital Park and Planning Commission

TITLE: Building Maintenance Supervisor GRADE: H CODE: 5613
SERIES: Building/Grounds Maintenance DATE: 7/1/89
Supervisor

CLASS DEFINITION

Under general supervision, performs supervisory work of average difficulty in assigning and scheduling the repairs, maintenance and cleaning of park buildings and the maintenance of wooden bridges; performs related work as required.

EXAMPLES OF IMPORTANT DUTIES

1. Schedules skilled craftsmen and custodial workers to building maintenance work for several buildings and bridges; inspects buildings and bridges.
2. Inspects buildings and facilities and prepares work orders to maintain facilities in good condition.
3. Estimates material and labor costs of maintenance and repair work; lays out work for maintenance crews obtaining necessary equipment, tools, and supplies to complete job; inspects work in progress and upon completion for compliance with work orders, specifications, and good craftsmanship.
4. Approves purchase order requests; instructs personnel in maintenance policies and procedures; maintains adequate supply of repair materials and equipment.
5. Keeps building repair and maintenance records and supervises building custodial work; coordinates building repair and maintenance with building occupants.
6. Handles complaints of building occupants and supervises the preparation of building facilities for special uses; endorses safe work practices.

IMPORTANT WORKER CHARACTERISTICS

- A. Knowledge of (1) the methods, practices, and techniques of maintaining building and facilities in good condition; (2) the equipment, tools, and materials used in the work; (3) techniques of effective supervision.
- B. Skill in (1) the operation of some building maintenance equipment; (2) and performing building inspections; (3)

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IMPORTANT WORKER CHARACTERISTICS (continued)

maintaining building repair records.

- C. Ability to (1) supervise and perform skilled building maintenance work; (2) understand oral and written instruction; (3) read and understand blueprints, plans and drawings; (4) estimate time and materials needed in building maintenance work and; (5) to work effectively with others.

MINIMUM QUALIFICATIONS

1. High school graduation or GED, including course work in the building crafts and,
2. Several years experience in performing skilled building maintenance work or,
3. An equivalent combination of training and experience.

WORKING CONDITIONS

Works inside and outside of buildings; some exposure to inclement weather, dirt, dust and odors. May be required to bend, crawl and crouch.