

### Class Concept

Work in this class involves responsibility for the planning and/or scheduling of construction, maintenance and repair of a building or group of buildings within a facility. Positions may perform semi-skilled and skilled level maintenance work, but typically are not a part of the central maintenance/construction organization. Positions determine work to be done through personal inspection or preventative maintenance schedules. Positions plan work over periods of several months and schedule work depending on criticality and availability of funds and may assign tasks to subordinate maintenance/construction workers and/or housekeepers. When beyond the capability of the in-house crew, positions contract work out to the central maintenance/construction organization or private contractors. Positions monitor projects while in progress to assure work is done in an expedient and cost effective manner. Positions review work upon completion to assure quality and adherence to contract terms. Additionally, day-to-day work orders generated by facility occupants or employees are prepared and assigned appropriately. Work is performed under the general supervision of a facility or operations director.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the methods, practices, and materials used in the general maintenance and repair of buildings, equipment, and machinery.
- Basic knowledge of project management processes and procedures
- Familiarity with supply and inventory control practices.
- Ability to supervise the work of semi-skilled workers.
- Ability to direct the work of others.
- Ability to function independently.
- Ability to communicate effectively

#### Minimum Education and Experience

High school or General Educational Development (GED) diploma and two years of progressive experience in the construction or maintenance field; or an equivalent combination of education and experience.