

Class Concept

This is supervisory, administrative and para-engineering to full engineering work in the management of routine construction, maintenance, repair operations for minor construction programs and/or at a large sized facility of limited to moderate complexity with a moderate to large number and variety of buildings and structures; or at the largest facilities/agencies with the most complexity and variety to its facilities/projects. The population served by the facility generally causes the use of special maintenance measures and security related procedures and materials.

Positions direct, supervise, plan, review and evaluate the work of subordinates; provide and evaluate on-the-job and outside training; counsel and administer discipline to subordinates; and develop and make adjustments to both short term and long term assignments, schedules and priorities. Work includes making the final technical decision in a wide variety of trades, administering the work order system, directing the preventive maintenance program, requisitioning and purchasing material and supplies, maintaining stock control procedures for tools, parts and supplies, deciding whether work can be done in-house or contracted out, and advising management concerning the technical aspects of maintaining, replacing or renovating equipment and facilities. Positions have responsibility in a fairly substantial combination of functions such as housekeeping, security, safety, grounds and vehicle maintenance, planning expansions, renovations and new facilities, drawing working plans for renovations and repairs, designing and implementing small efficiency upgrades, cost estimating of repairs and other projects, construction management, asbestos management, hazardous waste storage and removal, maintenance of medical facilities, maintenance of science and/or research laboratories, maintenance of high voltage electrical systems, maintenance of special or unique facilities, responsibility for the telecommunications and multi-media cabling systems, operation of water and/or waste water treatment plants, participating in facility master planning, developing, estimating and justifying capital improvement projects, outside bid package development and implementation, developing specifications and drawings for outside bid packages, reviewing and commenting on plan sheets and specifications from outside designers and contractors, monitoring and inspecting contractor construction and renovation projects, acting as the primary liaison to designers, contractors, local officials and regulatory agencies, technically representing the facility, and participating in the overall management and policy making for the facility. Position may be responsible for performing, directing or technically reviewing full mechanical, electrical or civil engineering design projects. Positions are responsible for inspecting the facility regularly for maintenance needs and safety hazards, and performing other duties and responsibilities as assigned. Positions may be responsible for performing, directing or technically reviewing full mechanical, electrical or civil engineering design projects. Positions are responsible for inspecting the facility regularly for maintenance needs and safety hazards.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of repair, maintenance and construction techniques and of the tools, methods, practices, materials and equipment used in the building and mechanical trades.
- Working knowledge of building codes, environmental rules and all other rules and regulations governing repair, maintenance and construction of facilities.
- Ability to direct journey level work in a variety of trades, to read schematics and blueprints, to sketch or review technical drawings, to estimate repair and construction projects, and to perform para-professional engineering projects.
- Ability to train, direct and supervise subordinates and to establish and maintain effective working relationship.

Minimum Education and Experience

Bachelor's degree in Facilities or Construction Management or related Engineering field from an appropriately accredited institution and four (4) years of progressively responsible experience in construction or facility maintenance including three (3) years of supervisory experience in construction, maintenance and/or repair of buildings and facilities or an equivalent combination of education and experience: or

Associate's degree in Construction Management, Air Conditioning, Heating and Refrigeration Technology, Industrial Maintenance Technology, or Mechanical Engineering Technology from an appropriately accredited institution and six (6) years progressive experience in construction or facility maintenance including three (3) years of supervisory experience in construction, maintenance and/or repair of buildings and facilities.