

### Class Concept

This is hands on technical work with limited to moderate supervisory and administrative work in the management of routine construction, maintenance and repair operations at a small sized facility/agency of limited complexity, variety and number of buildings and structures.

Positions supervise, plan, review and evaluate the work of subordinates; assist in screening, interviewing and the selection of applicants; provide on-the-job training; counsel and may administer limited discipline to subordinates. Positions develop and make adjustments to the short term assignments, schedules and priorities. Positions are working supervisors and participate in the maintenance, repair and minor renovation work to buildings, equipment and utility systems. Work normally includes making the final technical decision in a variety of trades, maintaining stock control procedures for tools, parts and supplies, and advising management concerning the technical aspects of maintaining, replacing or renovating equipment and facilities. Positions may have some responsibility in functions such as housekeeping, grounds and vehicle maintenance, drawing working plans for minor renovations and repairs, cost estimating of repairs and other projects, operation of water and/or waste water treatment plants, participating in facility master planning, outside bid package development and implementation, reviewing and commenting on plan sheets from outside designers and contractors, monitoring and inspecting contractor construction and renovation projects, acting as liaison to local officials and/or regulatory agencies, and participating in the overall management and policy making for the facility/agency. Positions normally work under general supervision and review, are responsible for inspecting the facility/agency for maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working 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 and all other rules and regulations governing repair, maintenance and construction of facilities.
- Ability to perform journey level work in a variety of trades and to read schematics and blueprints.
- Ability to train, direct and supervise subordinates and to establish and maintain effective working relationships.

#### Minimum Education and Experience

High school or General Educational Development (GED) diploma and three (3) years of progressive experience in facility maintenance or construction including journey level experience in at least three (3) building or mechanical trades; or an equivalent combination of education and experience.

#### Necessary Special Qualifications

May require current certification by the EPA as a Type I, II, III or Universal technician as required by 40 CFR part 82, subpart F.