

Class Concept

This is supervisory, administrative and hands on technical work in the management of routine construction, maintenance, repair operations for minor construction programs and/or at a small sized facility/agency of advanced complexity with a fairly limited number and variety of buildings and structures; or at a larger facility/agency of lesser complexity and variety. The population served by the facility/agency may cause the use of special maintenance measures and security related procedures and materials.

Positions supervise, plan, review and evaluate the work of subordinates; screen, interview and recommend applicants for vacant positions; provide on-the-job and outside training; counsel and administer discipline to subordinates; and develop and make adjustments to the shorter term assignments, schedules and priorities. Positions can be working supervisors and normally participate in most of the construction, maintenance, repair and minor renovation work to buildings, equipment and utility systems. Work usually includes making the final technical decision in a wide variety of trades; administering the work order system; requisitioning and purchasing parts and supplies; 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 a limited combination of functions such as housekeeping, security, safety, grounds and vehicle maintenance, drawing working plans for minor renovations and repairs, cost estimating of repairs and other projects, asbestos management and removal, hazardous waste storage and removal, maintenance of medical facilities, maintenance of science and/or research laboratories, 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 from outside designers and contractors, monitoring and inspecting contractor construction and renovation projects, acting as liaison to local officials and regulatory agencies, technically representing the facility/agency to State Construction and other governmental units, and participating in the overall management and policy making for the facility. Positions normally work under general to limited administrative supervision and review, are responsible for inspecting the facility/agency regularly for maintenance needs and for safety hazards, and perform other duties and responsibilities as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable to 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 perform journey level work in a variety of trades, to read schematics and blueprints, to sketch or draft technical drawings, and to estimate repair and construction projects.
- Ability to train, direct and supervise subordinates and to establish and maintain effective working relationships.

Minimum Education and Experience

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 three (3) years of progressive experience in construction or facility maintenance including two (2) years of supervisory experience in construction, maintenance and/or repair of buildings and facilities; or

High school or General Educational Development (GED) diploma and five (5) years of progressive experience in facility maintenance or construction including journey level experience in at least three (3) building or mechanical trades including two (2) years of supervisory experience in construction, maintenance and/or repair of buildings and facilities; or an equivalent combination of education and experience.

Necessary Special Qualification

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.