

### Class Concept

This is supervisory, administrative and technical work in the management of routine construction, maintenance, repair operations for minor construction programs and/or at a medium sized facility/agency of limited to moderate complexity with a limited 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/agency generally causes 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. Work includes making the final technical decision in a wide variety of trades; administering the work order system; requisitioning and purchasing material 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 responsibilities in a moderate combination of functions such as housekeeping, security, 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 repairs and other projects, asbestos management, hazardous waste storage and removal, maintenance of medical facilities or of science and/or research laboratories, maintenance of high voltage electrical systems, maintenance of special or unique facilities, responsibility for telecommunications, operation of water and/or wastewater treatment plants, participating in facility master planning, developing, estimating and justifying capital improvement projects, 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 the primary liaison to designers, contractors, local officials and regulatory agencies, technically representing the facility/agency, and participating in the overall management and policy making for the facility. Positions normally work under limited to minimal administrative and limited technical supervision are responsible for inspecting the facility/agency 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 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 four (4) 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 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 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.