

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	BUILDING MAINTENANCE SUPERVISOR
DEPARTMENT:	GENERAL SERVICES
REPORTS TO:	BUILDING AND GROUNDS SUPERVISOR

CLASS CODE: 3036
FLSA STATUS: N
DATE: 02/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, assigns employees engaged in building repair and maintenance groundskeeping, and janitorial duties within the division; instructs and assists staff in performing difficult building maintenance and repair tasks. The incumbent in this class serves as working assistant to the Building and Grounds Supervisor by assigning building maintenance personnel, landscape personnel, and janitorial personnel. This is a supervisory class.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; making recommendations for and/or rewarding and disciplining employees; addressing complaints and resolving problems.

Coordinates and supervises employees engaged in landscape and janitorial care as assigned.

Assists supervisor in planning, prioritizing, and estimating costs of electrical, plumbing, heating, refrigeration, ventilation, carpentry, painting, and related building maintenance, repair and construction.

Performs difficult building maintenance and repair tasks in the areas of electrical, plumbing, HVAC, metal fabricating and related welding work.

Acts as superior, in his/her absence, for temporary period of time.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools	Torch & Welder	Grinders/Sanders	Backhoe
Forklift	Light/Electrical Meters	Trucks	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Four to six years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

All aspects of building maintenance and repair, including plumbing, boilers, HVAC systems, electrical, carpentry, painting, masonry, and other mechanical systems.

Practices, techniques, tools, equipment, and materials utilized in landscape and grounds maintenance.

Uniform Electrical and Building Codes.

Occupational hazards and safety precautions of the building and mechanical trades.

Modern building construction and materials and their qualities as related to state and county codes and ordinances.

Tools, practices and techniques used in the building and construction trades.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Mental and Physical Abilities:

Ability to read and interpret blueprints and construction drawings.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds.

While performing this job the employee is occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, fumes or airborne particles, work near moving mechanical parts, work in high precarious places, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately loud.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.