

MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, is responsible for building facilities maintenance and repair activities in a major institution or building including the supervision of a variety of staff involved in such activities; and performs related work as required.

EXAMPLES OF DUTIES

Supervises staff including work planning, work assignment, directing the work; directly makes or effectively recommends personnel actions including hiring decisions, promotional decisions, probationary/trial period decisions, discipline, performance evaluations and adjustment of grievances; trains new employees; trains employees on new or changed methods and procedures; orders supplies, tests difference materials and products for purchasing decisions; maintains records on material resources in an area of responsibility; performs routine inspections of area of responsibility to determine effectiveness of units work efforts and generates reports to supervisors.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to high school graduation and three years of building facilities maintenance and repair experience including one year in a lead worker role.

Knowledges and Abilities: Thorough knowledge of cleaning methods, materials and equipment; thorough knowledge of occupational hazards and safety precautions; ability to plan, assign and direct the work of others; knowledge of personnel administration policies and procedures; ability to keep accurate and complete records regarding the management of human, financial and material resources; knowledge of purchasing policies and procedures; knowledge of budgeting policies and procedures; ability to organize work efficiently and effectively; and knowledge of mechanical systems.

Special Requirement: A valid Wisconsin class "A" commercial driver's license.