



Job Classification Description

**MAINTENANCE SUPERVISOR
VSC UP – SUP Bargaining Unit**

**Grade 11
Exempt**

BASIC FUNCTION

To supervise daily building or mechanical systems maintenance/repair work and special remodeling/ construction projects, and to perform the duties of a maintenance technician or mechanical systems technician.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan and supervise daily building or mechanical systems maintenance operations.
- Supervise approximately five to ten maintenance or mechanics staff: assist in interviewing and hiring; train new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist with difficult or unusual tasks, resolve problems, and the like. Plan staffing needs and work schedules.
- Monitor maintenance expenditures and ensure that budget guidelines are met. Plan, schedule, supervise, and assist with all regular and special functions, activities and projects of the maintenance unit, including ongoing preventive maintenance tasks, major and minor repairs, remodeling, and new construction projects, involving: all types of rough and finish carpentry, both interior and exterior; concrete and masonry work; roof work; plaster and drywall work; glass cutting and installation; and mechanical systems repair and maintenance; including swimming pool, heating and electrical systems.
- Perform various planning tasks for routine work orders, major remodeling and construction projects, and various special events, such as preparing commencement facilities: design work methods, schedule work, prepare cost and materials estimates, procure needed materials, and the like.
- Order and maintain a regular inventory of maintenance supplies and equipment.
- Supervise/assist with the maintenance and repair of tools and equipment used to perform maintenance, mechanical and construction work.
- Regularly inspect campus buildings and facilities to identify needed maintenance and repair work.
- Ensure that all applicable work safety and security procedures are followed.
- Confer regularly with immediate supervisor, other Physical Plant staff, and other college personnel to plan and coordinate activities, exchange information, resolve problems, and the like.

Maintenance Supervisor

Page 2

- Deal regularly with outside vendors and contractors.
- Supervise/carry out the maintenance of records of all maintenance work.
- Prepare administrative reports on maintenance activities/projects.
- Perform related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Director of Physical Plant.

SUPERVISION EXERCISED

Functional and partial administrative supervision of approximately five to ten employees.

MINIMUM QUALIFICATIONS

High school education, with technical trades training, plus eight to ten years of relevant experience in the building trades, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of knowledge and skills related to the building trades, including rough and finish carpentry, masonry and concrete foundation work, basic plumbing/wiring, heavy equipment operation, and the like. Project management and estimating experience. Plumbing or electrical license desirable.
- Good understanding of institutional building maintenance operations.
- Good basic reading, writing, math, administrative, and supervisory skills, with some previous supervisory experience.
- Ability to work cooperatively with a wide variety of college personnel as well as outside vendors and contractors.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.