

STATE OF NEBRASKA CLASS SPECIFICATION
FACILITY MAINTENANCE SUPERVISOR

EST: 06/91 - REV: 03/13
CLASS CODE: V84170

DESCRIPTION: Under general supervision, provides direct supervision of a maintenance crew performing maintenance, repair, installation, remodeling, and construction in one or more of the building, equipment, and utility trades/crafts. Supervisors plan, assign, review, inspect, and may directly participate in the various phases of installation and maintenance; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The Facility Maintenance Supervisor class is distinguished from the Facility Maintenance Manager I and II classes based on the direct supervision of assigned maintenance staff and contracted workers, rather than the management and coordination of a maintenance program through intermediate supervisors. Other key job factors could include size/number of buildings controlled, size and type of staff supervised, size and makeup of budget, supervision received, number of maintenance shifts, functional use of buildings, age and type of physical infrastructure, nature and number of construction projects, and existing utility/operational system technology.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, assigns, reviews, inspects, and participates in various phases of preventative maintenance, repair, remodeling, installation, and construction work.

Reviews and assigns maintenance work orders, and inspects completed work.

Oversees preventative maintenance functions to include developing maintenance schedules, ensuring work is performed as scheduled, and entering and maintaining preventative maintenance data and reports.

Supervises and evaluates work of assigned maintenance employees; recommends personnel actions related to selection, discipline, performance, leave, grievances, work schedules, and assignments.

Instructs assigned maintenance employees in the proper use/operation of tools and equipment and in safety practices.

Reads and interprets blueprints, sketches, layout designs, and specifications to determine supplies, material, and equipment needs for various remodeling and minor construction projects.

Estimates time, cost, and material needed for completion of projects, and requisitions supplies, material, and equipment.

Solicits and reviews bids, and recommends the awarding of contracts for minor construction material, equipment, and services. Oversees and approves work of outside contractors.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the practices, tools, equipment, materials, and techniques of one or more building, mechanical, and utility trades/crafts; the occupational hazards and safety precautions of the building and mechanical trades/crafts; agency preventative maintenance operations; agency personnel rules and regulations and applicable union contracts; supervisory techniques.

Skill in: using various hand and power tools and operational equipment; communicating to others the technical requirements of assigned work.

Ability to: estimate time, cost, and materials required to complete work orders and maintenance projects; requisition materials, supplies, and equipment for a job; read and interpret blueprints, sketches, layout designs, and specifications; organize, assign, guide, and inspect the work of others; train and evaluate maintenance workers; prepare plans and records for modeling and minor construction projects; review submitted bids; work in tight spaces and hazardous locations.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Associate's degree or equivalent vocational education in construction, HVAC, welding, or other skilled maintenance trades/crafts, and one year of experience in these trade/craft areas.

OR

Three years of experience in skilled maintenance, construction, or mechanical trades/crafts and experience in monitoring, coordinating, leading, or supervising the work of maintenance staff and/or projects.

SPECIAL NOTES:

Specific positions may require possession of registration or licensure in one or more skilled trades/crafts.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).