

NEW CASTLE COUNTY GOVERNMENT

Number 0845

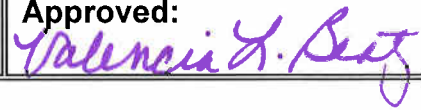
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CLASS SPECIFICATION

Date 05/04/12

Title: BUILDING MAINTENANCE SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Plans and supervises building maintenance activities in New Castle County buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible supervisory work calling for the administration of a preventive maintenance program of County facilities. The work is performed under general supervision. Supervision is exercised over the work of skilled trades personnel and other maintenance employees.

EXAMPLES OF WORK: (Illustrative only)

- Supervises, coordinates, and inspects the maintenance, alteration, and repair of County buildings and equipment;
- Inspects the work performed by contractors to make sure that the quality of the work and materials meets County plans and specifications;
- Makes cost estimates for building repairs and for the construction and alteration of new buildings;
- Prepares the necessary requisitions for alterations and major repairs of buildings;
- Plans and oversees the work schedules of skilled trades personnel and building cleaning and other custodial personnel;
- Makes periodic and special inspections of buildings and equipment and makes arrangements for needed repairs as required;
- Keeps records and makes reports of the work;
- Prepares and administers sectional budget;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the terminology, tools, materials, and practices involved in building maintenance and custodial operations; ability to work from plans and specifications; ability to estimate time and materials needed; ability to communicate courteously and effectively, both verbally and in writing; ability to plan and supervise the work of others.

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Title: BUILDING MAINTENANCE SUPERVISOR

Approved:

Valencia G. Best

MINIMUM QUALIFICATIONS: At least three (3) years of experience in the maintenance and repair of building equipment to include at least one (1) year responsible supervisory experience and possession of an Associate's Degree from an accredited college or university with major course work in engineering, architecture, construction management, or a related field; or at least five (5) years of experience in the maintenance and repair of building equipment to include at least one (1) year responsible supervisory experience and possession of a high school diploma or GED certificate ; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent; must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 01/15/66
Revised: 07/09/75
Revised: 11/11/76
Revised: 06/12/89
Revised: 01/02/91
Revised: 01/01/96
Revised: 11/01/98
Revised: 05/01/03
Revised: 05/04/12