

CLASSIFICATION: PROPERTY AND MAINTENANCE SUPERVISOR

Class Code: 7143-17

Date Established: 09-22-66

Occupational Code: 5-3-1

Date of Last Revision: 01-15-14

BASIC PURPOSE: To perform a variety of technical and supervisory functions concerned with the maintenance and repair of facilities of a state institution or comparable group of state buildings, including the control of all properties as it relates to the receipt, storage, issuance and utilization of supplies and equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Assumes responsibility for the maintenance, repair and general appearance of a number of buildings and the adjacent grounds.
- Performs varied and moderately complex work requiring skill at the journeyman level in at least one of the trades and an average level of skill in other trades, to include maintenance and repair of all facilities and equipment and the effective control of all property.
- Schedules work of subordinates and solves problems relating to building maintenance and repair and the function of property control.
- Contacts professionals external to the agency, such as contractors, to discuss problems relating to the purchase of maintenance and repair items.
- Exercises direct supervision over Building Service Workers, Maintenance Mechanics, Watchmen, Laborers and others assigned to property maintenance, to include interviewing applicants for position vacancies.
- Ensures that proper maintenance procedures are followed to avoid waste of materials and costly delays.
- Supervises and performs both repair and installation work as assigned by a supervisor.
- Assumes responsibility for the storage of supplies and equipment, the maintenance of inventory records, and the issuance of all property items.
- Responds to emergency situations, such as weather-related events impacting properties, heating system failures, and fire alarms, and maintains availability for work-related meetings outside of regular hours as required.
- Assumes responsibility for utilities such as heat, lights, power, and drainage systems, to include repair and maintenance.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require immediate verification and correction in order to complete succeeding work operations.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: High school diploma or high school equivalency and completion of an apprenticeship in one of the skilled trades as required in the performance of job accountabilities.

Experience: Four years' experience in general maintenance work including one year in a supervisory capacity. Two additional years of approved work experience may be substituted for the required apprenticeship in one of the skilled trades.

License/Certification: Possession of a valid NH driver's license and/or have access to transportation for statewide travel.

RECOMMENDED WORK TRAITS: Considerable knowledge of the practices and techniques of the maintenance and construction trades including plumbing, carpentry, masonry, electrical, painting, steam fitting, and roofing. Considerable knowledge of the occupational hazards and safety precautions of the mechanical, electrical and building trades and of high pressure steam heating and utility equipment. Knowledge of the codes, statutes, and regulations governing the maintenance of inventory records. Working knowledge of storage and issuance of supplies and equipment and the maintenance of inventory records. Ability to respond to emergency situations. Ability to read and understand blueprints. Ability to understand and carry out both verbal and written instructions. Ability to schedule and supervise the work and training of trades and plant operating personnel. Ability to maintain accurate and current records. Ability to establish and maintain effective working relationships with employees, contractors, and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.