



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

ACE

Building Maintenance Supervisor*

SERIES PURPOSE: The purpose of the Building Maintenance Supervisor occupation is to supervise and manage building maintenance operations.

CLASS CONCEPT: The class works under direction and requires considerable knowledge of building maintenance in order to supervise assigned employees engaged in building maintenance operations such as general maintenance, building maintenance, alteration, and/or repairs.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Supervises assigned employees engaged in general maintenance, general building maintenance, alteration, and/or repair.

Estimates time, material, and labor costs for specific jobs; maintains tool control and inventory of maintenance supplies and equipment; plans shifts and work schedules; keeps job records, prepares reports of work performed and notes progress of work done by outside contractors; assists in inspection and approval of completed projects; assumes superintendent's responsibilities in their absence and instructs and/or trains personnel.

Performs general building maintenance duties as needed.

Attends required meetings and training.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: supervisory principles/techniques*; employee training and development*; inventory control*; safety practices pertaining to maintenance.

Effective 02/26/2023

Skill in: building maintenance; use of hand and/or power tools and equipment used for care and maintenance of exterior grounds.

Ability to: understand system of mechanical procedures; prepare meaningful, concise, and accurate reports; read and understand simple sentences; read and interpret blueprints.

(*)Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; two years of experience in a combination of building maintenance and building maintenance repair; experience in the use of hand and/or power tools and equipment used for care and maintenance of exterior grounds; valid U.S. driver's license.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

MEDIUM: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

UNUSUAL WORKING CONDITIONS: Works outside; exposure to weather, dirt, odors, cuts, and bruises.

* Not responsible for hiring, discipline, or evaluation of assigned employees; does not have effective recommendation in making decisions.