NEW AUG 0 3 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Building Maintenance Supervisor	CODE: 53131C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from building maintenance superintendent or other higher-level maintenance personnel, supervises skilled, semi-skilled & unskilled workers engaged in general building maintenance, alteration &/or repair, supervises building custodial work & general grounds maintenance & maintains proper operation of all building equipment; may assume superintendent's responsibilites in his/her absence; may instruct &/or train maintenance &/or custodial personnel in duty performance;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	71-81	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., custodial, building trades, building maintenance & grounds maintenance employees); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all preceding requiring independent judgment.	Knowledge of (1) supervision*; skill in (2) electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration & heating maintenance & repair & use of associated hand &/or power tools & equipment, (3) use of hand &/or power tools & equipment used for care & maintenance of exterior grounds; ability to (4) understand system of mechanical procedures (e.g., wiring, plumbing, heating, carpentry), (5) calculate fractions, decimals & percentages, (6) establish friendly atmosphere as supervisor, (7) demonstrate dexterity & skillful use of hands.
2	19-29	Estimates time, material & labor costs for specific jobs, maintains tool control & inventory of maintenance supplies & equipment; plans shifts & work schedules, keeps job records, prepares reports of work performed & notes progress of work done by outside contractors; assists in inspection & approval of completed projects.	Knowledge of 1; skill in 2, 3; ability to 4, 5, 6, 7, (8) prepare meaningful, concise & accurate reports.

(482)

123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: two yrs. training in combination of building maintenance & building maintenance repair (i.e., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating) & use of associated hand &/or power tools & equipment (or 2 yrs. exp.); 300 hrs. training in use of hand &/or power tools & equipment used for care & maintenance of exterior grounds (or 3 mos. exp.); or equivalent.