NEW AUG 0 2 1981

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Building Maintenance Superintendent 1 | CODE: 53133C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: Cnty., Univ. |

FUNCTION: Under general supervision from building maintenance superintendent 2 or higher-level maintenance personnel, supervises building maintenance supervisors &/or other lower-level supervisory personnel in maintenance & repair work of buildings, equipment & grounds, coordinates & arranges work crew schedules, assists building maintenance superintendent 2 in development & implementation of building programs, inspects work performance of subordinates, estimates repair &/or remodeling costs, prepares specifications & obtains bids; may develop training programs; may serve as liaison with architects, engineers or contractors on new &/or special projects;

-PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 63-73 | Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., building maintenance supervisors &/or other lower-level supervisory personnel &/or crew leaders in skilled trades or maintenance); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all preceding requiring independent judgment, coordinates & arranges work crew schedules, inspects & monitors work performance of subordinates & assists supervisor in developing & implementation of building maintenance programs & in establishing work priorities. | Knowledge of (1) supervision, (2) management*; skill in (3) electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration & heating maintenance & repair & use of associated hand &/or power tools & equipment, (4) use of hand &/or power tools & other equipment used for care & maintenance of exterior grounds; ability to (5) understand system of mechanical procedures (e.g., wiring, plumbing, heating, carpentry), (6) calculate fractions, decimals & percentages, (7) maintains accurate records, (8) establishes friendly atmosphere as supervisor, (9) demonstrate dexterity & skillful use of hands. |
| 2 | 12-22 | Estimates repair &/or remodeling costs, prepares specifications & obtains bids; inspects completed projects for approval &/or disapproval; periodically inspects buildings, equipment & grounds to determine condition & to ensure maintenance compliance with applicable state & local building regulations; assists in budget preparation; approves &/or disapproves work orders; requisitions needed supplies, materials & | Knowledge of 1, 2*, (10) budgeting; skill in 3, 4; ability to 6, 8, 9, (11) define problems, collect data, establish fact & draw valid conclusions, (12) complete routine forms. |

*Developed after employment

(483)

123:1-7-17

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

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.); 600 hrs. training in supervision (or 6 mos. exp.); 300 hrs. training in use of hand &/or power tools & other equipment used for care & maintenance of exterior grounds (or 3 mos. exp.); or equivalent.

NEW AUG 0 2 1987

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Building Maintenance Superintendent 1 | CODE: 53133C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: Cnty., Univ. |

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| | | equipment. | |
| 3 | 10-20 | Maintains inventory control of equipment, supplies & materials for all department maintenance & repair; keeps job records & prepares reports of work performed & materials used & completes & submits necessary related reports; attends meetings; maintains order & security associated with maintenance programs. | Knowledge of 2*, (13) inventory control; ability to 5, 6, (14) prepare meaningful, concise & accurate reports. |

(484)

123:1-7-17

*Developed after employment

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