NEW AUG 0 2 1997

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Building Maintenance Superintendent 2	CODE: 53134C
	MAJOR AGENCIES. County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from institution deputy superintendent or higher-level administrator, supervises building maintenance superintendent 1's &/or has independent responsibility for programs of maintenance & repair for all buildings & grounds of assigned agency, inspects facilities (i.e., buildings, equipment, grounds), determines method of maintenance &/or repair, sets priorities, establishes maintenance, repair & replacement policies, formulates department maintenance procedures, reviews & approves staff assignments, prepares budget, maintains files, serves on committess & attends meetings;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	61-81	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., building maintenance superintendent 1's); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment & has independent responsibilty for all programs of maintenance & repair of buildings, equipment & grounds of assigned agency, inspects facilities & determines method of repair & maintenance , determines priorities for maintenance & repair, establishes maintenance, repair & replacement policies, formulates department maintenance procedures, supervises & coordinates all maintenance, remodeling & preventative maintenance repair projects, inspects buildings, premises & equipment for compliance & provides technical assistance in all areas of building, equipment & grounds maintenance.	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) define problems, collect data, establish fact & draw valid conclusions, (6) calculate fractions, decimals & percentages, (7) maintain accurate records, (8) establish friendly atmosphere as supervisor.
2	15-25	Prepares quarterly, annual & biennium budget & exercises budgetary control for department, approves purchase of equipment & supplies, develops cost estimates, develops long range plans for entire maintenance operation, reviews specifications, proposals & contracts, monitors contracts & agreements, prepares progress report of maintenance projects & resolves problems.	Knowledge of 1, 2, (9) budgeting; skill in 3, 4; ability to 5, 6, 8, (10) prepare meaningful, concise & accurate reports.

(485)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 1000 hrs. training in supervision (or 12 mos. exp.); two years 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 & other equipment

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	6-12	Maintains files, records & all building maintenance required documentation to reflect department activity (e.g., inspections, materials used, methods & procedures, maintenance services provided, inventory of parts & equipment, security & safety requirements), communicates with other personnel in person or by letter to coordinate &/or implement changes attends meetings, serves on committess (e.g., security, safety, sanitation, fire prevention) & represents department at staff meetings.	Knowledge of 1, 2, 9; skill in 3, 4; ability to 5, 6, 7, (11) handle sensitive inquiries from & contacts with other agencies personnel & general public.

(48)

123:1-7-17

*Developed after employment

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

used for care & maintenance of exterior grounds (or 3 mos. exp.); 300 hrs. training in management (or 3 mos. exp.); 1 course in budgeting (or 3 mos. exp.); or equivalent.