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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 40133**

**MAINTENANCE REPAIR SUPERVISOR**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Maintenance Repair Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



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## Summary of Essential Duties

The primary purpose of the Maintenance Repair Supervisor position is to provide direct supervision to Maintenance Repair Workers. In addition, the incumbent supervises, trains, coordinates and assigns duties to WEP (Work Experience Program) workers. The incumbent also supervises and assists in the maintenance and repair of county buildings, ensuring compliance with the OSHA (Occupational Safety and Health Act).

### Duties

Frequency: 25% +/- 5%

- I. Provides direct supervision to Maintenance Repair Workers.
  - A. Determines need for new staff members.
  - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
  - C. Disciplines subordinates, when necessary.
  - D. Reviews, approves, or denies employees requests for leave.
  - E. Completes performance evaluations of subordinates' work.
  - F. Meets with subordinates regarding any grievances.
  - G. Trains new and current employees in how to perform maintenance and repair skills.
  - H. Coordinates scheduling and records activities of Maintenance unit.
    - 1. Prices supplies and parts for maintenance functions.
    - 2. Orders supplies and parts.
  - I. Ensures safety of workers in maintenance activities.

Frequency: 20% +/- 8%

- II. Supervises, trains, coordinates and assigns duties to WEP (Work Experience Program) Workers.
  - A. Teaches responsibility to workers.
  - B. Trains new and current employees in how to perform maintenance and repair skills.
  - C. Coordinates scheduling and records activities of Maintenance unit.

Frequency: 15% +/-5%

- III. Assists in the maintenance of the county buildings.



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Frequency: 15% +/- 7%

- IV. Assists in the repairing of the County buildings in compliance with the OSHA (Occupational Safety and Health Act).

Frequency: 10% +/- 3%

- V. Assists supervisor or fiscal personnel in preparing quarterly, annual, and biennial budgets for the maintenance unit.
- A. Develops cost estimates.
  - B. Develops long range plans for maintenance operation.
  - C. Reviews contracts and agreements.
  - D. Prepares progress reports of maintenance projects.

Frequency: 5% +/- 2%

- VI. Assists in the performance of various custodial duties.

Frequency: 3% +/- 1%

- VIII. Assists in the assembling, moving and relocating of furnishings.

Frequency: 2% +/- 1%

- IX. Performs general clerical duties.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
MAINTENANCE REPAIR SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Personnel practices; Office practices and procedures; Administrative practices; Performance evaluation practices; Interviewing practices; Disciplinary procedures; Supervision practices; Training and development practices; Time cards procedures; The Americans with Disabilities Act; The Civil Rights Act.	Supervising; Organization; Training; Oral Communication.	Work with others; Supervise others; Complete performance evaluations; Prepare materials for training; Verify and sign bi-weekly time cards; Assign duties to others; Assist in training process; Develop training programs; Disseminate information to other Agency employees; Interview others; Discipline others; Review, approve or deny requests for leave; Meet with subordinates concerning any grievances; Maintain accurate records.
<b>II</b>	Personnel practices; Office practices and procedures; Administrative practices; Performance evaluation practices; Interviewing practices; Disciplinary procedures; Supervision practices; Training and development practices; Time cards procedures. Safety practices.	Supervising; Training; Oral Communication.	Handle problems involving varied and unrelated processes and methods; Supervise others; Perform intermediate mathematical calculations; Monitor the work of others; Train others; Coordinate schedules; Work in multiple tasks or projects; Recognize errors in work of others;
<b>III</b>	Equipment maintenance and repair of variety of equipment; Building maintenance operations; Inventory control; All building repair operations (e.g., electrical, plumbing, carpentry, etc.) Agency recycling program; Tools for maintaining and repairing building; Safety practices; Maintenance practices; Purchasing practices; Cleaning and janitorial functions.	Supervising; Maintaining and repairing buildings and equipment; Oral Communication.	Resolve a wide range of problems; Maintain attention to ensure actions do not create dangerous situations for others; Complete forms; Maintain interior and exterior of County buildings; Physically perform manual labor; Maintain inside and outside of building; Repair plumbing system; Repair carpet, tile and furniture; Repair heating and cooling units; Replace bulbs, fixtures, switches, small motors, etc.; Maintain recycling program; Check smoke alarms and exit signs for proper functioning; Perform basic electrical repairs; Ensure bathrooms are fully stocked; Perform minor repairs to gutters, walls, windows, doors, equipment, etc.; Respond to emergency repair needs (e.g., floods); Perform intermediate mathematical calculations; Purchase and maintain proper inventory of maintenance supplies and materials; Write reports and maintain accurate records; Maintain tools by cleaning or sharpening them.



<b>IV</b>	Equipment maintenance and repair of variety of equipment; Maintenance practices.	Maintenance and repair of buildings and equipment; Supervising; Oral Communication.	Maintain constant attention to ensure actions do not create dangerous situations for others; Supervise; Repairs a variety of equipment; Physically perform manual labor.
<b>V</b>	Purchasing practices; Program development; Fiscal management; Contracts and negotiations.	Writing; Organization;	Extract a wide range of resources; Statistically analyze data ; Assesses need for equipment and spending budget; Write reports.
<b>VI</b>	Cleaning and janitorial functions; Maintenance practices .	Performing physical labor; Maintenance and repair of buildings and equipment.	Perform general custodial; Physically perform manual labor.
<b>VII</b>	Lawncare practices; Grounds maintenance operations.	Operating landscaping equipment.	Physically perform manual labor; Provide lawncare maintenance to grounds outside of building.
<b>VIII</b>	Assembly practices; Office equipment.	Perform mechanical operations; Perform physical labor;	Physically perform manual labor; Ability to build or assemble objects.
<b>IX</b>	General clerical duties; Office practices and procedures.	Typing; Organization; Oral Communication.	Sort and file material; Answer telephone; Pick up mail.



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### **Minimum Qualifications**

- Two years experience as a Maintenance Repair Worker, 40131.
  
- Or formal education in arithmetic that includes addition and subtraction and reading and writing common English vocabulary. Also requires two years of experience in a position similar to a Maintenance Repair Worker, 40131.
  
- Or education, training and/or experience equaling two years in general maintenance tasks (e.g., basic & semi-skilled electrical, plumbing, carpentry, heating and cooling, and masonry repair and use of associated hand and power tools). Also requires formal education in arithmetic that includes addition and subtraction and reading and writing common English vocabulary.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires a moderate amount of responsibility for the safety of others. Therefore, attention to the possibility of injury is required. Additionally, the position involves risks and discomforts that require special safety precautions. The employee uses power tools, climbs ladders, is exposed to electricity, and runs the risk of serious injury. In addition, protective clothing such as gloves and boots may be required.