| **STATE OF OHIO (DAS)** CLASSIFICATION SPECIFICATION | **CLASSIFICATION SERIES**: Building Maintenance | **SERIES NO.**: 5313 |
|---|---|---|
| | **MAJOR AGENCIES**: All Agencies | **EFFECTIVE DATE**: 01/09/2005 |

**SERIES PURPOSE**:
The purpose of the building maintenance occupation is to supervise & manage building maintenance operations.

At the supervisory level, incumbents supervise workers engaged in general maintenance, general building maintenance, alteration &/or repair.

At the first managerial level, incumbents supervise lower-level supervisors &/or supervise building trades &/or building maintenance employees in maintenance & repair of state-owned buildings, or supervise building maintenance supervisors or are responsible for overall maintenance program at Toledo Air National Guard Base, Camp Perry State Operations or Rickenbacker Enclave.

At the second managerial level, incumbents supervise lower-level supervisors & have independent responsibility for overall program of maintenance & repair for institution, transportation district/central office, agency, fountain square complex, Beightler Armory or assigned buildings/grounds.

| **CLASS TITLE** | **CLASS NUMBER** | **PAY RANGE** | **EFFECTIVE** |
|---|---|---|---|
| Building Maintenance Supervisor | 53131 | 08 | 01/09/2005 |

**CLASS CONCEPT**:
The supervisory level class works under direction from maintenance supervisor/manager/administrator & requires considerable knowledge of building maintenance in order to supervise assigned building maintenance workers (e.g., maintenance repair workers) or equipment operation workers (e.g., equipment operators) &/or miscellaneous maintenance workers (e.g., movers, laborers) engaged in general maintenance or general building maintenance, alteration &/or repair, or in Ohio Department Of Health, Public Health Laboratory, supervise custodial/maintenance repair/laboratory &/or stores clerks & performs non-routine & emergency maintenance on building systems (e.g., generators; door alarms), or in Adjutant General, supervise assigned building maintenance workers (e.g., maintenance repair workers) or equipment operation workers (e.g., equipment operators) or miscellaneous maintenance workers (e.g., movers, laborers) &/or custodial workers engaged in general maintenance or general building maintenance, alteration &/or repair at air national guard bases &/or armories.

| **CLASS TITLE** | **CLASS NUMBER** | **PAY RANGE** | **EFFECTIVE** |
|---|---|---|---|
| Building Maintenance Superintendent 1 | 53133 | 09 | 01/09/2005 |

**CLASS CONCEPT**:
The first managerial level class works under general direction & requires thorough knowledge of building maintenance in order to supervise positions classified as Building Maintenance Supervisor, 53131, &/or other supervisory personnel (e.g., air quality technician supervisor; carpentry supervisor; sheet metal supervisor) (i.e., does not include personnel serving in lead worker classifications), or in Ohio Department Of Administrative Services, supervise skilled trades employees (e.g., painters; plumbers; electricians), one of which must be classified as lead worker level, in maintenance & repair of state-owned buildings, assign work schedules & track progress of specific related trades projects, or in Ohio Expositions Commission, supervise Building Maintenance Supervisor, 53131 & workers (e.g., movers, laborers) engaged in general maintenance, alteration &/or repair, or in Adjutant General, supervise Building Maintenance Supervisor, 53131 & assigned (e.g., building maintenance; equipment maintenance; skilled trades) staff engaged in general maintenance or general building maintenance, alteration &/or repair at air national guard bases &/or armories, or is responsible for overall maintenance & repair program at Toledo Air National Guard Base, Camp Perry State Operations or Rickenbacker Enclave & supervise assigned (e.g., building maintenance; equipment maintenance; skilled trades) staff engaged in general maintenance &./or general building maintenance, alteration &/or repair, or in Department Of Mental Retardation & Developmental Disabilities, act as assistant to Building Maintenance Superintendent 2, 53134 or higher level manager, in absence of supervisor, is responsible for overall maintenance & repair program, assist in planning & implementing maintenance programs & supervise assigned supervisory &/or maintenance staff, or has independent responsibility for one segment of overall building maintenance program (i.e., determine project priorities, monitor budget, & coordinate

maintenance & repair operations with contractors) & supervise assigned supervisory &/or maintenance staff, or in adult correctional institution, supervise building maintenance supervisors &/or building trades &/or general maintenance employees serving in lead worker classifications (i.e., those who provide work direction & training to lower-level building trades workers &/or inmates).

| **CLASS TITLE** | **CLASS NUMBER** | **PAY RANGE** | **EFFECTIVE** |
|---|---|---|---|
| Building Maintenance Superintendent 2 | 53134 | 11 | 01/09/2005 |

**CLASS CONCEPT**:
The second managerial level class works under administrative direction & requires expert knowledge of building maintenance in order to supervise Building Maintenance Superintendent 1, 53133 & assigned (e.g., building maintenance; equipment maintenance; skilled trades) staff & have independent responsibility for all programs of maintenance & repair or in Ohio Department Of Administrative Services, supervise supervisory staff (e.g., carpentry supervisors) & lower-level trades staff in assigned building, on multiple shifts &/or in multiple state buildings & have independent responsibility for all maintenance & repair programs of assigned staff in various locations, or in Department Of Natural Resources, fountain square complex, has independent responsibility for overall maintenance & repair program & supervise assigned staff, or in Ohio Expositions Commission, supervise Building Maintenance Superintendent 1, 53133 & assigned (e.g., building maintenance; equipment maintenance; skilled trades) staff & has independent responsibility for all maintenance & repair programs of assigned buildings & grounds or in Adjutant General, supervise Building Maintenance Superintendent 1, 53133 & assigned (e.g., building maintenance; equipment maintenance; skilled trades) staff at Beightler Armory, or in Department Of Mental Retardation & Developmental Disabilities, Department Of Youth Services or Department Of Transportation, supervise lower-level building maintenance workers &/or supervisory staff & have independent responsibility for overall maintenance & repair program for assigned institution/transportation district/transportation central office, or in Department Of Rehabilitation & Correction, to plan, coordinate & oversee all maintenance & repair programs for all shops & buildings under jurisdiction of one assigned adult correctional institution & supervise all lower-level grounds maintenance, building trades, building maintenance, automotive maintenance, mechanical trades & electronic technology personnel.

| CLASS TITLE | CLASS NUMBER | B. U. | EFFECTIVE | PAY RANGE |
|---|---|---|---|---|
| Building Maintenance Supervisor | 53131 | EX | 01/09/2005 | 08 |

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**
Supervises assigned building maintenance workers (e.g., maintenance repair workers) or equipment operation workers (e.g., equipment operators) &/or miscellaneous maintenance workers (e.g., movers, laborers) engaged in general maintenance or general building maintenance, alteration &/or repair;

OR

In Ohio Department Of Health, Public Health Laboratory, supervises custodial/maintenance repair/laboratory &/or stores clerks & performs non-routine & emergency maintenance on building systems (e.g., generators; door alarms; heating & cooling systems; lab equipment);

OR

In Adjutant General, supervises assigned building maintenance workers (e.g., maintenance repair workers) or equipment operation workers (e.g., equipment operators) or miscellaneous maintenance workers (e.g., movers, laborers) &/or custodial workers engaged in general maintenance or general building maintenance, alteration &/or repair at air national guard bases &/or armories.

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; assumes superintendent's responsibilities in his/her absence & instructs &/or trains maintenance &/or custodial personnel.

Performs general building maintenance duties (e.g., alteration &/or repair, carpentry).

**MAJOR WORKER CHARACTERISTICS**:
Knowledge of addition & subtraction; supervisory principles/techniques*; employee training & development*; inventory control*; safety practices pertaining to maintenance. Skill in building maintenance (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating maintenance & repair & use of associated hand &/or power tools & equipment); use of hand &/or power tools & equipment used for care & maintenance of exterior grounds. Ability to understand system of mechanical procedures (e.g., wiring, plumbing, heating, carpentry); establish friendly atmosphere as supervisor; prepare meaningful, concise & accurate reports; read simple sentences; read & interpret blue prints; demonstrate dexterity & skillful use of hands; lift 10-50 lbs.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**:
Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 24 mos. trg. or 24 mos. exp. in combination of building maintenance & building maintenance repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating; in reading blue prints & use of associated hand &/or power tools & equipment); 3 mos. trg. or 3 mos. exp. in use of hand &/or power tools & equipment used for care & maintenance of exterior grounds; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**:
Not applicable.

**UNUSUAL WORKING CONDITIONS**:
Works outside exposed to weather, dirt, odors, cuts & bruises.

| CLASS TITLE | CLASS NUMBER | B. U. | EFFECTIVE | PAY RANGE |
|---|---|---|---|---|
| Building Maintenance Superintendent 1 | 53133 | EX | 01/09/2005 | 09 |

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises positions classified as Building Maintenance Supervisor, 53131 &/or other supervisory personnel (e.g., air quality technician supervisor; carpentry supervisor; sheet metal supervisor) (i.e., does not include personnel serving in lead worker classifications) in maintenance & repair work of buildings, equipment & grounds, coordinates & arranges work crew schedules, inspects & monitors work performance of subordinates & assists supervisor in developing & implementing building maintenance programs & in establishing work priorities;

OR

In Ohio Department Of Administrative Services, supervises skilled trades employees (e.g., painters; plumbers; electricians) one of which must be classified at lead work level in maintenance & repair of state-owned buildings, assigns work schedule & tracks progress of specific related trades projects;

OR

In Ohio Expositions Commission, supervises Building Maintenance Supervisor, 53131 & workers (e.g., movers, laborers) engaged in general maintenance, alteration &/or repair,

OR

In Adjutant General, supervises Building Maintenance Supervisor, 53131 & assigned (e.g., building maintenance; equipment maintenance; skilled trades) staff engaged in general maintenance or general building maintenance, alteration &/or repair at air national guard bases &/or armories, or is responsible for overall maintenance & repair program at Toledo Air National Guard Base, Camp Perry State Operations or Rickenbacker Enclave & supervises assigned (e.g., building maintenance; equipment maintenance; skilled trades) staff engaged in general maintenance &/or general building maintenance, alteration &/or repair;

OR

In Department Of Mental Retardation & Developmental Disabilities, acts as assistant to Building Maintenance Superintendent 2, 53134 or higher level manager, in absence of supervisor, is responsible for overall maintenance & repair program, assists in planning & implementing maintenance programs & supervises assigned supervisory &/or maintenance staff, or has independent responsibility for one segment of overall building maintenance program (i.e., determines project priorities, monitors budget & coordinates maintenance & repair operations with contractors) & supervises assigned supervisory &/or maintenance staff;

OR

In adult correctional institution, supervises building maintenance supervisors &/or building trades &/or general maintenance employees serving in lead worker classifications (i.e., those who provide work direction to lower-level building trades workers &/or inmates).

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 compliance with applicable state & local building regulations; assists in budget preparation; approves &/or disapproves work orders; requisitions supplies, materials & equipment**;** maintains inventory control of equipment, supplies & materials for all department maintenance & repair; keeps job records & prepares reports of work performed & materials used & completes & submits reports; attends meetings; maintains order & security associated with maintenance programs; acts in absence of chief of building maintenance.

**MAJOR WORKER CHARACTERISTICS**:

Knowledge of supervisory principles/techniques; employee training & development; inventory control; safety practices pertaining to maintenance repair. Skill in building maintenance (i.e., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating & repair & use of associated hand tools & equipment); use of hand &/or power tools & equipment used for care & maintenance of exterior grounds. Ability to understand system of

mechanical procedures (e.g., wiring, plumbing, heating, carpentry); establish friendly atmosphere as supervisor; prepare meaningful, concise & accurate reports; read & interpret blue prints; demonstrate dexterity & skillful use of hands.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**:
30 mos. trg. or 30 mos. exp. in combination of building maintenance & building maintenance repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating, & use of assorted hand &/or power tools & equipment); 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 3 mos. trg. or 3 mos. exp. in use of hand &/or power tools & other equipment used for care & maintenance grounds; 3 mos. trg. or 3 mos. exp. in inventory control; 1 course or 3 mos. exp. in reading blue prints; valid driver's license.

If assigned to operate vehicles regulated by section 4506.01 of revised code, applicants must also have commercial driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**:
Not applicable.

**UNUSUAL WORKING CONDITIONS**:
Exposed to dirt, odor & adverse weather.

| CLASS TITLE | CLASS NUMBER | B. U. | EFFECTIVE | PAY RANGE |
|---|---|---|---|---|
| Building Maintenance Superintendent 2 | 53134 | EX | 01/09/2005 | 11 |

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises Building Maintenance Superintendent 1, 53133 & assigned (e.g., building maintenance; equipment maintenance; skilled trades) staff & has independent responsibility for all programs of maintenance & repair;

OR

In Adjutant General, supervises Building Maintenance Superintendent 1, 53133 & other assigned personnel (e.g., building maintenance; equipment maintenance; skilled trades) at Beightler Armory;

OR

In Department Of Administrative Services, supervises supervisory staff (e.g., carpentry supervisors) & lower-level trades staff in assigned building, on multiple shifts &/or in multiple state buildings, & have independent responsibility for all maintenance & repair programs of assigned staff in various locations;

OR

In Department Of Mental Retardation & Developmental Disabilities, Department Of Youth Services, or Ohio Department Of Transportation, supervises lower-level building maintenance workers &/or supervisory staff & has independent responsibility for overall maintenance & repair program for assigned institution, or transportation district, or transportation central office;

OR

In Department Of Natural Resources, fountain square complex, has independent responsibility for over all maintenance & repair program & supervises assigned staff;

OR

In Ohio Expositions Commission, supervises Building Maintenance Superintendent 1, 53133 & assigned staff (e.g., building maintenance; equipment maintenance; skilled trades) & has independent responsibility for all maintenance & repair programs of assigned buildings & grounds;

OR

In Department Of Rehabilitation & Correction, plans, coordinates & oversees all maintenance & repair programs for all shops & buildings under jurisdiction of one assigned adult correctional institution & supervises all lower-level grounds maintenance, building trades, building maintenance, automotive maintenance, mechanical trades & electronic technology personnel.

Assists in preparing or prepares quarterly, annual & biennium budget & exercises budgetary control for department's or institution's maintenance & repair programs; 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.

Maintains files, records & all building maintenance required documentation to reflect maintenance & repair programs 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 committees (e.g., security, safety, sanitation, fire prevention) & represents department/district/institution at staff meetings.

**MAJOR WORKER CHARACTERISTICS**:

Knowledge of management*; supervisory principles/techniques; employee training & development; inventory control; safety practices pertaining to building maintenance; budgeting*. Skill in building maintenance (e.g., electrical, plumbing,

carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating maintenance & repair & use of associated hand &/or power tools & other equipment); use of hand &/or power tools & other equipment used for care & maintenance of exterior grounds. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; establish friendly atmosphere as supervisor; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with other agencies personnel & general public; read & interpret blue prints.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**:
36 mos. trg. or 36 mos. exp. in combination of building maintenance & building maintenance repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating, reading blue prints & use of associated hand &/or power tools & equipment); 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in employee training & development; 3 mos. trg. or 3 mos. exp. in use of hand &/or power tools & other equipment for care & maintenance of exterior grounds; 3 mos. trg. or 3 mos. exp. in inventory control.

-or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**:
Not applicable.

**UNUSUAL WORKING CONDITIONS**:
Exposed to dirt, odor & adverse weather.