



JOB INFORMATION

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| Job Code | NB03 |
| Job Description Title | Supv, Building Operations |
| Pay Grade | FM13 |
| Range Minimum | \$46,580 |
| 33rd % | \$55,890 |
| Range Midpoint | \$60,550 |
| 67th % | \$65,210 |
| Range Maximum | \$74,520 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/29/2012 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Facilities & Land Maintenance |

JOB SUMMARY

Responsible for the supervision, maintenance and repair of buildings, grounds, and facilities.

RESPONSIBILITIES

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| <ul style="list-style-type: none">Supervises and performs a variety of carpentry tasks such as wood and metal framing; installing or replacing doors, windows, and locks; roofing; flooring; finish carpentry; etc.Supervises and performs a variety of plumbing tasks such as welding, cutting, and threading of steel pipe systems; setting of fixtures and equipment; repair and maintenance of fixtures and equipment; etc.Ensures that all Health Department and OSHA regulations are met on a daily basis.Performs preventative maintenance on air conditioning units such as air filters and coils.Supervises, performs, and maintains records of electrical work including the layout and installation of the internal and external conduit and associated electrical devices to ensure local codes are met.Documents project and employee information and submits reports or orders required inventory/equipment through appropriate channels.May read and interpret blue prints and shop drawings in order to perform assigned work responsibilities.May perform other specialized tasks (such as pool maintenance, etc.) related to upkeep of buildings, grounds, and facilities. |
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SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-----------------|-----------------------------------|-----|---------------------|--|--|
| High School | High School Diploma or equivalent | And | 5 years of | Experience in managing, carpentry, plumbing, and electrical work | |

Substitutions Allowed for Experience

Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of building maintenance and operations such as electrical, carpentry, and plumbing codes, OSHA Standards, and environmental management regulations (ADEM).

Developed supervisory skills.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | Required | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | | X | |
| Walking | | | | | X | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | | X | | |
| Reaching | | | | | X | |
| Talking | | | | X | | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

Vision Requirements:

Ability to see information in print and/or electronically.