

MAINTENANCE AND ENGINEERING SUPERVISOR 1110

Distinguishing Characteristics of Work

This is responsible work supervising the maintenance and engineering activities and contract custodial staff of the Supreme Court. The Maintenance and Engineering Supervisor manages the operations and coordinates preventive maintenance programs for all building subsystems including HVAC, electrical, and fire safety systems. The Maintenance and Engineering Supervisor assures the adequate supervision of all contractors who provide maintenance services to the Supreme Court building, assures that all repairs and replacement of equipment is timely, and assures that all maintenance staff are properly trained. The Maintenance and Engineering Supervisor is also responsible for building cleanliness and beautification programs, monitoring clean air act compliance, energy conservation, and safety programs. The Maintenance and Engineering Supervisor also assists the Marshal in preparing the maintenance budget, space planning, and major renovation and construction projects, and maintenance contract administration. The Maintenance and Engineering Supervisor works independently under the limited supervision of the Supreme Court Marshal. Working relations are established with all Justices, Supreme Court officers, and staff.

Education and Training Guidelines

Graduation from high school or a graduate equivalency diploma and five years of experience in physical plant maintenance and repair, building construction or maintenance, or grounds maintenance, two years of which were in a supervisory position.

Post high school training in relevant technical discipline may substitute for non-supervisory experience on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of the procedures and methods used in physical plant maintenance and repair, building construction or maintenance, and grounds maintenance. Ability to supervise a maintenance and custodial staff and manage a preventive maintenance program. Ability to establish priorities. Ability to operate and repair HVAC, electrical, and fire safety subsystems. Ability to prepare a maintenance and facility management budget. Ability to estimate costs, and monitor, manage, and evaluate maintenance and repair contracts. Ability to coordinate training of maintenance and custodial staff. Ability to communicate clearly.

Effective: July 1, 2000