



MAINTENANCE AND OPERATIONS SUPERVISOR

4046

GENERAL DESCRIPTION OF CLASS

The MAINTENANCE AND OPERATIONS SUPERVISOR directs and oversees a variety of trade workers in the maintenance, operation and repair of state facilities, equipment, and grounds. Employees work inside and outside of State facilities or on roadways, parks, or other property under State jurisdiction.

DISTINGUISHING FEATURES

This is a single classification and not part of a series.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Administrative Duties

Assist manager in developing and implementing short and long term goals; track, monitor, and project unit's budget needs; develop policies and procedures related to maintenance and operation of state facilities and ground, monitor and account for unit's inventory of equipment, tools, and supplies; communicate to agency staff requesting unit's services; determine appropriateness of request; monitor work of contractors; write weekly or monthly status reports of unit activities including progress of ongoing projects.

2. Supervision

Supervise trade workers such as plumbers, carpenters, welders, heating ventilation and air conditioning technicians and landscapers, and semi-skilled and manual workers such as custodians and laborers. Inspect and monitor work for conformance with agency policy, regulations, and guidelines. Plan, assign, and review work of assigned staff; adjust work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads. Evaluate employee performance and prepare performance appraisals. Assess training needs of staff and arrange for or provide instruction. Provide initial orientation to new employees. Review applicant's credentials, participate in the interview process, and hire or recommend hiring of staff. Resolve personnel problems, complaints, and formal grievances at the first level. Discipline and reward employees. Counsel employees in work related activities, personal growth, and career development.

3. Work Coordination

Estimate time, materials, and staffing needs for projects. Coordinate priority of tasks for each phase of project based on skills of trade workers in the unit. Coordinate with others involved in projects such as state inspectors, representatives of local power companies, city or county road repair crews and other trades people to prevent delays or inconvenience to users of agency's services.

4. Miscellaneous

Lead meetings to disseminate general information relating to agency policy or specifics of work assignments. Explain job safety methods. Serve as a resource for information and as a consultant to agency administration, staff, and users in matters relating to unit's jurisdiction or expertise.

The duties listed below are for positions that work with adult or youth inmate and patient workers:

Some employees coordinate work flow and assign work. Employees direct workers to follow rules, policies, procedures and security guidelines; instruct and train on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employees evaluate work performance; escort workers from area to area; search work areas for contraband; verify and sign time cards; monitor work area for cleanliness and order; and direct workers in cleaning methods. Employees escort outside contractors and vendors into secure perimeters of facilities.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in-person contact with other agency staff and clients to coordinate schedules and minimize disruption of agency services. They have occasional in-person contact with others involved in projects such as plumbing or electrical inspectors or representatives of local power companies to coordinate, prioritize, and inspect work.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a manager who reviews work through meetings and by reading status reports. Work is reviewed for conformance to agency policy, procedures and guidelines, adherence to unit's budget, compliance with state or federal statutes and codes affecting specific work projects such as electrical, plumbing, building, and elevator maintenance codes, and compliance with provisions of the collective bargaining agreements.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Agency, state and federal laws, rules, policies, and regulations related to facility and grounds maintenance and operations.
Techniques and methods of training, time management, motivating and directing others.

Basic knowledge of:

The operation of tools, equipment, and materials used by skilled or journey level staff in general maintenance and repair work.

Skill to:

Motivate, develop and direct people as they work, identifying the best people for the task at hand.
Plan, assign, and review the work of journey level, semi-skilled and manual trade workers in the maintenance, operation and repair of State facilities, equipment, and grounds and construction of structures.
Manage one's own time and the time of others.
Teach others how to do something.
Give guidance and direction to others including setting performance standards and monitoring outcomes.
Identify the developmental needs of others and coach or otherwise help others to improve their knowledge or skills.
Evaluate information against a set of standards and verify that it is correct.
Supervise (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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