

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
MAINTENANCE REPAIRS SUPERVISOR

DEFINITION

Supervises the work of skilled trades personnel in the maintenance and repair of state owned buildings, grounds and equipment; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a subordinate staff and effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Identifies minor/major maintenance and repair projects and plans/lays out work, estimates cost/feasibility and recommends appropriate course of action.

Maintains the flow/quality of work and makes day-to-day adjustments in work schedules in accordance with overall priorities.

Estimates/reports on project completion times/dates and maintains records of work accomplishments and staff time expended; makes informal estimates of production capability that is used in planning and estimating budget needs.

Cuts wire or conduit and drills holes in walls, floors or ceiling for electrical connections.

Replaces defective switches, wiring and related electrical fixtures.

Broadens the training/experience of employees and provides for cross training.

COMPETENCIES REQUIRED

Knowledge of the principles of supervision.

Knowledge of the tools, materials, and practices of the electrical trade.

Knowledge of standard practices and the materials/tools used in the building and mechanical trades.

Knowledge of the hazards involved and safety precautions necessary in building maintenance, fire safety and repair work.

Ability to plan, organize, control and effectively supervise the work of subordinates.

Ability to interpret blueprints, sketches and oral and written instructions.

Ability to prepare time, material and cost estimates.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to three years of full-time work in multi-trades building and maintenance;

OR

an equivalent combination of education and experience substituting thirty semester hours of accredited post high school course work in a specialized building trade for each year of the required experience;

OR

employees with current continuous experience in the state executive branch that includes one year of full-time experience as a Carpenter 2, Painter 2, or Plumber 2;

OR

employees with current continuous experience in the state executive branch that includes two years of full-time work as a Maintenance Repairer, Electrician, Carpenter 1, Painter 1, Plumber 1 or Mason;

OR

employees with current continuous experience in the state executive branch that includes two years of full-time work in any combination of the above.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required commercial driver's license and endorsements within a period of time as determined by the appointing authority at the time of hire.

Within a period of time as determined by the appointing authority, persons in this class may be required to obtain a license to perform electrical work in accordance with Chapter 103, Iowa Code.

Within a period of time as determined by the appointing authority, certain employees in this class may be required to obtain a Fire Sprinkler Installer and Maintenance License in accordance with Chapter 100D, Iowa Code.

Effective Date: 04/10 DDF