

PLANT MAINTENANCE SUPERVISOR

NATURE OF WORK

This is skilled supervisory work directing a moderate sized crew of skilled and semi-skilled workers engaged in the repair and maintenance of a variety of utility plant buildings and facilities.

Work involves responsibility for supervising and participating in the work of a moderate size group of skilled and semi-skilled workers of the various trades with major emphasis on building maintenance, repair and construction tasks. Employees are required to direct the work of a variety of different skilled workers and must act as supervisor in several trades. General supervision is received from an administrative or a technical supervisor in the form of oral and written work orders, consultation, and inspection of work in process and upon completion. Supervision is exercised over skilled and semi-skilled workers.

EXAMPLES OF WORK PERFORMED

Assists in the inspection of buildings and facilities to determine the existence of conditions calling for electrical, carpentry, plumbing, masonry, or mechanical repairs.

Inspects work in process and upon completion to determine that work is performed according to instructions and standard trade practices and that established standards are being maintained.

Prepares performance appraisals on subordinates; prepares work schedules and prepares or reviews time reports for subordinates; assists in providing technical and safety training for subordinates.

Initiates purchase requisitions for materials, supplies and equipment to support maintenance/repair activity; assists in budget planning for maintenance; maintains work order files and repair records.

Coordinates maintenance tasks with other supervisors as needed; participates in repair and maintenance activities.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, processes, materials and equipment used in the maintenance and repair of utility plant buildings and facilities.

Considerable knowledge of the hazards involved in utility plant buildings and facilities maintenance and repair work, and of precautionary measures to be taken.

Some knowledge of computers and their applications.

Ability to inspect facilities and buildings to determine maintenance and repair needs.

Ability to work from sketches, blueprints, and oral and written instructions.

Ability to plan, organize, supervise and evaluate the work of skilled and semi-skilled workers.

Skill in the use of tools, and in the operation of machines and equipment used on one or more of the building trades.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and experience at the skilled level in one or more of the building trades including some supervisory experience in building maintenance and repair work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience in one of the building trades, or any combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Must possess and maintain a valid State of Nebraska driver's license.

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