

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34557</b>
<b>Job Class Code:</b>	<b>170</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>9015</b>		

<b>Job Code Established:</b>	<b>08/03/88</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/04</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/2011</b>	<b>Effective Date:</b>	<b>01/01/2011</b>

**JOB CODE SERIES:** Building Construction and Maintenance

**JOB CODE TITLE:** PHYSICAL PLANT SUPERVISOR 1

**HRIS TITLE:** PHYSICAL PLANT SPV 1

**CHARACTERISTICS OF THE CLASS:** Works under general supervision. Has the authority to inspect and recommend repairs of buildings, utilities services and tools and equipment; recommend ordering of materials and equipment; plan, assign and evaluate work activities. Serves: 1) as the supervisor for a small physical plant and supervises Building Maintenance Technicians and/or Specialists; or 2) as a subordinate in a large-sized physical plant and supervises Building Maintenance Technicians and/or Specialists; plans work schedules; trains staff. Work product consists of preventive maintenance programs established and complied with; work schedules established; staff trained and functioning; buildings and utilities service systems in operation and compliance with National and local building codes; reports prepared and submitted. Responsible for accomplishing all tasks in a timely and efficient manner; supervising, training and counseling staff; scheduling and overseeing work; demonstrating, adhering to and assuring all safety rules and National and local building codes are complied with.

**EXAMPLES OF DUTIES:** Devises work schedules for self and subordinates on a periodic basis. Inspects work areas to determine any problems and hazards to work functions; takes appropriate action to resolve. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Supervises, instructs, and counsels workers carrying out a variety of tasks. Maintains a record of material used, equipment, man hours expended, vehicle mileage, and other information as required for projects. Uses two way radio to dispatch and communicate instructions to workers. Operates vehicles and other motorized equipment in course of work; performs basic preventive maintenance; arranges for periodic services and repairs. Performs and oversees minor to difficult tasks in maintenance, repair, and replacement activities involving electrical, plumbing, carpentry, welding, painting, masonry, heating and cooling. Attends staff meetings under direction of work supervisor; gives and receives information helpful in work unit or system. Compiles information used in writing periodic reports on work activities. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, participating in decision-making. Attends unit staff meetings as chairman; directs discussions, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making. As first-line supervisor, initiates and recommends disciplinary actions; interviews applicants for positions and prepares recommendations. Performs related work as required.

**WORK CONDITIONS:** Hazards associated with maintenance, utilities services and powered and non-powered tools and equipment. Travel as required. Work can encounter extremes of climate conditions.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** principles and techniques of supervision, counseling, employee relations and work scheduling; common and specialized tools, equipment and materials related to work; blueprints, sketches and structural components of buildings and related utilities services systems; safety practices and National

and local building codes; methods and practices of preventive maintenance, repair, remodeling and construction; estimating, costing and ordering materials.

**Skill/Ability to:** supervising, counseling, employee relations and work scheduling; using and demonstrating use of common and specialized tools, equipment and materials; reading blueprints, sketches and schematics; applying and demonstrating methods and practices of preventive maintenance, remodeling, construction and repair; applying, demonstrating and interpreting safety practices and National and local building codes; oral and written communications; interpersonal relationships.

**SPECIAL SELECTION FACTORS:** Some positions may require possession of a valid Arizona driver's license at a level appropriate to the position/assignment and retention of said license during the period of employment. Some positions may require the ability to pass a post-offer physical exam.

One year of experience equivalent to a Building Maintenance Specialist; OR two years of experience equivalent to a Building Maintenance Technician III. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.