

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34559
Job Class Code:	170	Salary Schedule:	AREG
EEO Category:	08	Grade:	21
Workers Comp Code:	9015		

Job Code Established:	09/28/92	Effective Date:	
Job Code Revised:	01/01/04	Effective Date:	
Job Code Revised	01/01/2011	01/01/2011	

JOB CODE SERIES: Building Construction and Maintenance

JOB CODE TITLE: PHYSICAL PLANT SUPERVISOR 3

HRIS TITLE: PHYSICAL PLANT SPV 3

CHARACTERISTICS OF THE CLASS: Works under direction. Has the authority to inspect, note noncompliance with codes or hazardous conditions and shut-down systems; coordinate with contracted vendors in determining compliance/noncompliance with contracts; analyze, determine needs and order materials; plan, lay out and direct all work activities. Supervises and manages, through subordinate supervisors, a continuous inspection and preventive maintenance program that includes the repair, replacement, remodeling and minor construction activities to maintain a major physical plant operation; plans, schedules, and assigns work and inspects for compliance; may participate as workload dictates; performs various administrative duties as required. Work product consists of Programs and projects completed; physical plant operational and in compliance with National and local building codes; administrative tasks completed; trained and functioning work force. Responsible for timely and effective planning, costing, scheduling, assigning and inspecting of all programs, projects and work activities; preparing detailed and accurate reports of progress of projects; developing accurate estimations of costs and budgets; timely and accurate evaluations of staff.

EXAMPLES OF DUTIES: Devises work schedules, including priorities, for self and subordinates on a periodic basis. Inspect work areas to determine any problems and hazards to work functions; takes appropriate action to resolve. Resolves problems and questions regarding work methods and processes. Plans for use of materials and staff resources; evaluates and makes determination. Establishes and maintains files of blueprints, sketches, and schematics of buildings and utilities systems and records of materials used, condition and location, etc. composes manual of policies and procedures for work unit based on established guidelines and directives. Confers with vendors, discussing and resolving issues associated with purchasing and delivery of materials. Confers with superior, who is at level of section or division manager; presents and resolves difficult problems and questions, including supervisory and unit policies, planning actions, and making decisions. Plans, schedules, assigns, oversees, inspects and evaluates maintenance, repair, remodeling and construction projects, including electrical, plumbing, carpentry, welding, painting, masonry, heating and cooling. Reviews and interprets blueprints and sketches in planning for major new and replacement projects. Reviews preventive maintenance programs for buildings, utilities services, tools and equipment; assures compliance; determines and develops modifications or new elements to programs. Attends supervisory and/or management staff meetings; gives and receives information, participates in problem-solving and decision-making. Attends unit staff meetings as chairman; directs discussions, explains, listens, guides problem-solving, resolves conflicts; participates and leads decision-making. Plans and prepares recommendations for operating budgets. Performs related work as required.

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: methods and techniques of supervision and management; methods and practices of preventive maintenance, repair, remodeling and construction activities and common and specialized tools,

equipment and materials used; safety practices and National and local building codes; blueprints, sketches and schematics and structural components of buildings and utilities systems; budget preparation and control and purchasing; administrative methods and practices.

Skill/Ability to: supervising and managing; developing and implementing preventive maintenance programs and related repair, remodeling and construction activities; applying and inspecting, for compliance, National and local building codes; reading and interpreting blueprints, sketches and schematics; budget preparations and control of expenditures; administrative methods and practices; 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 Physical Plant Supervisor II; OR two years of experience equivalent to a Physical Plant Supervisor I. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.