

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Maintenance Supervisor

*BOT Date:* Oct 1, 1996

*Level:* H

*FLSA Status:* Exempt

*Class Code:* E0809

*Adm. Rev:*

### GENERAL DESCRIPTION

Supervises, plans, coordinates and evaluates the maintenance function for assigned campus(es) of the College to ensure proper maintenance of equipment, facilities and/or grounds.

### KEY RESPONSIBILITIES

### % OF TIME

- |     |  |     |
|-----|--|-----|
| 1.* | Supervises, plans, directs, assigns and evaluates maintenance personnel; assists maintenance personnel with performance of work as needed.   | 40% |
| 2.* | Communicates and meets with department managers regarding status of incoming and completed work orders.                                      | 15% |
| 3.  | Analyzes work orders to ensure appropriate tools and/or materials are available; prepares requisitions for tools and/or materials as needed. | 10% |
| 4.  | Directs and assigns work orders. Evaluates and coordinates work orders according to priority.  | 15% |
| 5.  | Meets and works with vendors regarding purchases and contracts.  | 10% |
| 6.  | Maintains accurate records of work orders, pricing, personnel, etc., and prepares and approves payroll certification.                        | 10% |
| 7.  | Performs other similar and related duties as assigned.   |     |

\* Indicates an "essential" job function.

Class Title: Maintenance Supervisor	Class Code: E0809	Level: H
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associates Degree or Two Year College equivalent required.	
<i>Experience:</i>	3 years to 5 years prior related work experience required.	
<i>Planning:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses. No impact on grant funds or on revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which usually affect the assigned department, but may at times affect the operation, services, individuals, or activities of the assigned campus.	
<i>Complexity:</i>	Work is complex and varied, and requires the selection and application of technical and detailed guidelines.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate available guidelines and procedures, interpret precedents, and adopt standard methods or practices.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communications with Others:</i>	Regular contact within the department and with other departments, supplying or seeking information. Regular contact with outside agencies and the general public.	
<i>Level of Supervisory Responsibility:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products, or systems. This is a significant part of the job and results generally affect several campuses.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	