

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Maintenance Repair Sup 4		Class Code: 009IA4
	FLSA Status: Non-Exempt	Salary Schedule: SAM LTC 4	Effective Date: 11-7-14
	Summary: Incumbent is responsible for assisting in management of maintenance functions in a state operated facility.		

Duties:

- Establishes and implements preventative maintenance programs;
- Inspects grounds, buildings and equipment to assure proper operations;
- Oversees contract commitments and verifies satisfactory completion of services;
- Maintains work order logs and estimates project needs;
- Directs and supervises all subordinate staff;
- Plans and coordinates projects with staff and/or outside contractors;
- Assists in monitoring and assessing the job performance of subordinates;
- Performs related duties as required.

Job Requirements:

- Must possess and maintain a valid driver's license;
- Thorough knowledge of the practices, methods and standards of the trade;
- Thorough knowledge of local, state and national codes and regulations;
- Ability to assist in analyzing projects in terms of materials, man-hours and cost;
- Ability to use a variety of specialized tools and measuring devices;
- Thorough knowledge of occupational hazards, safety precautions and trade regulations;
- Working knowledge of agency policies and procedures;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Work is moderately complex and involves the implementation of proper procedures, regulations and established rules. Incumbent receives technical and non technical supervision. Position requires the daily application of skills, knowledge and guidelines to individual situations.

Responsibility:

Incumbent is responsible for assisting in the overall maintenance and repair programs at the facility. Incumbent is responsible for the supervision of assigned maintenance staff. Incumbent is responsible for ensuring the implementation of proper procedures, regulations and established rules. Errors in decisions may result in loss of property and/or possible loss of life.

Personal Work Relationships:

Incumbent works with supervisors, subordinate staff, agency staff and vendors. Incumbent may also have contact with offenders, residents or the general public.

Physical Effort:

Incumbent may operate manual and electrical powered equipment. Work may require lifting heavy equipment or parts, climbing, straining, crouching and crawling. Keen observation and hearing skills are necessary to observe and be alert for possible injury or dangerous situations.

Working Conditions:

Workplace environmental conditions may include hot, humid or cold areas that may result in body discomfort. Exposure to injury, noise and moving equipment parts is also present. Incumbent may work in unfavorable working conditions such as a variety of weather conditions. Some time is spent in an office preparing reports, maintenance logs and initiating purchase requests.