Title: Building Maintenance Superintendent 1

Pay Scale Group: 97J

Essential Function

Under general supervision from a designated supervisor, typically a Building Maintenance Superintendent 2, assist in the management of a respective trade and perform master trade work.

Characteristic Duties

1. Serve as a working craftsman.
2. Act as lead worker as required.
3. Serve as a working assistant.
4. Perform duties of supervisor in his/her absence.
5. Independently make crew level or “how to” decisions regarding work performed.
6. Order supplies/equipment with supervisor’s approval.
7. Conduct on-the-job training.
8. May be responsible for maintaining shop files.

Unusual Working Conditions

- N/A

Minimum Qualifications

- Must have an approved certificate from an accredited related apprenticeship program and four years related work experience following the apprenticeship program, including one year supervisory experience; or high school/GED diploma and six years related work experience, including one year supervisory experience. Must also have current valid driver’s license with acceptable driving record.

Last updated: January 2009