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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : MAINTENANCE SUPERVISOR I**  
**Code: 840147 6HH**  
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**Non-Competitive**

**GENERAL STATEMENT OF DUTIES**

Under general supervision, assigns and directs subordinate employees in a wide variety of maintenance and repair tasks; performs related duties as required.

**COMPLEXITY OF DUTIES**

This is an important maintenance position involving responsibility for the efficient operation and upkeep of school equipment. General direction is given by a Superintendent of Buildings and Grounds, allowing considerable leeway for the exercise of independent judgment in keeping equipment up to standards.

**TYPICAL DUTIES**

1. Plans, assigns, lays out and supervises the work of skilled and semi-skilled personnel performing maintenance tasks.
2. Requisitions materials, supplies, tools and equipment required for general repair and maintenance; takes inventory and maintains adequate stock levels.
3. Periodically inspects buildings to determine condition of structural components, and electrical and mechanical equipment; prepares and submits reports recommending work to be done.
4. Acts as a working supervisor and performs a wide variety of skilled and semi-skilled tasks.
5. Reports orally and in writing to superior on progress of repair work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of modern large scale buildings and grounds maintenance practices.
2. Good knowledge of the work of skilled maintenance workers and ability to direct and inspect their work.
3. Ability to plan, lay out and supervise the work of others.
4. Ability to read plans and prepare specifications.
5. Initiative.
6. Dependability.
7. Good physical condition.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from elementary school and six years experience as a skilled maintenance worker.

**NOTE:** Vocational school education or high school education including or supplemented by shop courses may be substituted for experience as outlined above on a year-for-year basis up to a maximum of four years.