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

**Title : MAINTENANCE SUPERVISOR II**  
**Code: 840145 6HF**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Plans, directs, assigns, and evaluates the work of the maintenance staff in a large school district; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of judgment in supervising the maintenance of school buildings. The position exists in large school districts, where the organizational set-up indicates a centralized pool of carpenters, painters, electricians, plumbers, steam firers, etc.

**TYPICAL DUTIES**

- \* 1. Plans, assigns, lays out, supervises, and evaluates the work of subordinate personnel.
- \* 2. Plans and prepares specifications for alterations and repairing such as electrical and lighting systems, plumbing and heating systems, development of playground areas, and interior decorations.
- \* 3. Inspects and exercises control over repairs and alteration work performed by outside contractors.
- \* 4. Schedules regular inspection of buildings, and makes recommendations for improvements or new equipment.
- 5. Assists in the selection of maintenance personnel.
- 6. Assists in preparation of school budget, and prepares oral and written reports, as required.
- \* 7. Supervises major grounds development and maintenance.

**\*ESSENTIAL FUNCTIONS**

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

1. Thorough knowledge of modern large-scale buildings and grounds maintenance practices, principles, and equipment.
2. Ability to plan, organize, supervise, and evaluate the work of subordinate personnel.
3. Ability to read and interpret plans, and prepare specifications.
4. Ability to maintain records and prepare reports, and to prepare work time and equipment estimates.
5. Ability to establish and maintain effective working relationships with associates.
6. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Completion of eighth grade education

and

Eight years of satisfactory experience in large-scale building operation and maintenance work, including two years in a responsible supervisory capacity.

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

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**Title : MAINTENANCE SUPERVISOR II**

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**NOTE:** Experience in a skilled construction trade may substitute for the nonsupervisory experience in large-scale building operation and maintenance work, on the basis of two years equals one year.

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