

# NEW CASTLE COUNTY GOVERNMENT

Number 0843

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Date 05/01/01

## CLASS SPECIFICATION

Title: BUILDINGS SUPERVISOR

Approved:



**GENERAL STATEMENT OF DUTIES:** Oversees, plans and supervises building maintenance, repair and custodial activities in all New Castle County buildings; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs responsible administrative work overseeing, planning and supervising the preventive maintenance program of all County facilities. The work is performed under general supervision and supervision is exercised over the work of professional, skilled and unskilled workers.

**EXAMPLES OF WORK:** (Illustrative only)

- Oversees, supervises and coordinates the inspection of the maintenance, alteration and repair of all County buildings and equipment;
- Oversees staff who inspect the work performed by contractors;
- Analyzes and determines cost estimates for building repairs and for the construction and alteration of new buildings;
- Makes periodic and special inspections of buildings and equipment and makes arrangements for needed repairs as required;
- Keeps records and makes reports of the work;
- Assists in the preparation and administration of the operating and capital budgets;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of all phases of building operations and repairs; thorough knowledge of the terminology, tools, materials and practices involved in building maintenance and custodial operations; good knowledge of safety practices, safety laws, regulations and methods of fire prevention and control; ability to understand, use and revise building specifications; ability to estimate time and materials needed; ability to communicate courteously and effectively, both verbally and in writing; ability to plan and supervise the work of others; ability to pass a Class III County physical examination.

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**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years experience in the maintenance and repair of building equipment to include at least two years supervisory experience and possession of a Bachelor's Degree from an accredited college or university with major course work in engineering, architecture, construction management or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent.

**HISTORY OF REVISIONS:**

Established: 11/01/97  
Revised: 05/01/01