



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FACILITY MAINTENANCE SUPERVISOR I

Job Number: 20000415

Job Code: 11310V230916

Job Group: 1100 - MAINTENANCE AND TRADES

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 12 Salary (MIN - MID):

\$17,781-\$26,672 - Hourly

\$2,889.42-\$4,334.20 - 37.5 Hr. Monthly Salary

\$3,082.04-\$4,623.16 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees and performs general maintenance and upkeep of buildings, grounds and associated equipment; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of building maintenance, grounds maintenance, general trades, skilled trades, moving services or mechanical maintenance experience.

Substitute EDUCATION for EXPERIENCE:

Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above or related fields will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and oversees a shift or crew of maintenance worker employees engaged in buildings and grounds maintenance. Assigns, oversees, and inspects work for completeness. Determines material, equipment and supplies to be used. Makes and supervises work schedules. Requisitions materials and supplies. Inspects buildings for cleanliness and to detect areas in need of repair. Transfers equipment and personnel from one project to another as necessary. Keeps time and attendance and other routine records. Performs the work of maintenance employees as required.

UNIQUE PHYSICAL REQUIREMENTS:

Work will involve some bending, standing, walking, lifting, and climbing.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Will be on call 24 hours a day. Incumbents in this job title may be exposed to extreme temperatures which requires the following of safety procedures.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.