



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MAINTENANCE SUPERINTENDENT II

Job Number: 20000416
Job Code: 11320V180816
Job Group: 1100 - MAINTENANCE AND TRADES
Job Established: 11/16/1987
Job Revised: 08/21/2018

Grade: 12	Salary (MIN - MID):	Special Entrance Rate:
	\$14,938-\$19,789 - Hourly	NONE
	\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary	NONE
	\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

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.*

Responsible for supervising all shifts of employees and for relations with tenants with respect to general maintenance and cleanliness of a large office complex, institution, or resort park and/or grounds; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of general maintenance or trades experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

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

Some of the required experience must include both records keeping experience and limited or full responsibility for the work of others.

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.*

Determines shift assignments for subordinate personnel. Authorizes overtime as needed. Authorizes or disapproves use of leave time in accordance with agency needs and policy. Makes recommendations for commendation or disciplinary actions. Interprets and enforces agency policies and procedures with reference to assigned areas of responsibilities. Instructs subordinates in acceptable methodologies for accomplishing assigned tasks. Receives requests and complaints from tenants concerning general maintenance upkeep, cleanliness, or special needs (temporary or permanent) for installation or modification of walls, electrical circuits, heating/air conditioning or other building systems. Evaluates problems and the capability of staff and assigns personnel to address or correct the problem or request. Makes written and oral requests for specialized assistance to accomplish repair, modification, installation or removal of machinery, equipment or facilities beyond the scope of responsibility or expertise of general maintenance staff. Maintains written records of complaints, requests, reports and work done.

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.*

work will involve some exposure to unpleasant working conditions. Will be on call 24 hours a day.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title 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, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.