



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## MAINTENANCE SUPERINTENDENT I

Job Number: 20000415

Job Code: 10280V000101

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 11	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$13,581-\$17,990 - Hourly	NONE
	\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary	NONE
	\$2,354.04-\$3,118.28 - 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.htm>.

### **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 in the maintenance of a building or facility and/or grounds; OR administers and inspects maintenance contractual services; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have four years of building maintenance, grounds maintenance, general trades, skilled trades 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:**

NONE

#### **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.*

Assigns, supervises and inspects the work of maintenance workers and other employees engaged in buildings and grounds maintenance and heating plant maintenance and operation. Makes and supervises work schedules. Requisitions materials and supplies. Inspects buildings for cleanliness and to detect areas in need of repair. Keeps time and attendance records. Explains policies and procedures to staff.

**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.*