

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE AND TRADES SUPERINTENDENT

Title Code: K5625

DISTINGUISHING FEATURES OF THE CLASS:

Subject to management approval, performs administrative work in planning, organizing, directing and coordinating a large statewide construction and maintenance program or multiple programs of extensive scope and responsibility including a variety of difficult and complex functions through subordinate managerial/supervisory staff, directs the effectuation of managerial policies and practices; formulates and implements major policies affecting program responsibilities.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

1. Through subordinate management staff, plans, directs, supervises, assigns and coordinates the activities and operational functions performed by building trades staff, in the maintenance and construction of state owned property.
2. Directs and participates in the execution and formulation and implementation of department policies, rules and regulations that govern and direct building trades functions.
3. Serves as a liaison between the departments, private contractors and upper management in the coordination of maintenance and/or construction projects.
4. Maintains budgetary control of building trades area projects; monitors and projects future expenditures vs appropriation and makes recommendations.
5. Provides project reports and estimated manpower, materials and cost to Department Director for review.
6. Plans and directs a program of building maintenance and repair including heating, ventilation, electrical, plumbing, carpentry, brickmason, tinsmith, etc.
7. Develop and enforce policies and procedures which ensure compliance with a variety of safety and environmental regulations, including indoor air quality, confined entry, hazard communications, hazardous materials reporting, OSHA and Commerce workplace and building standards, and the American's with Disabilities Act.
8. Schedule and make inspections of buildings to ensure that standards are met.
9. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience:

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in engineering, construction and building maintenance and three years administrative experience preferably including experience relative to directing and coordinating building maintenance and construction projects.

MAINTENANCE AND TRADES SUPERINTENDENT (Continued)

Knowledge, Skills and Abilities:

Requires extensive knowledge of state and federal requirements for repairs, construction and maintenance.

Requires thorough knowledge of communication and supervisory technique.

Requires working knowledge of the principles and modern practices of building maintenance, construction and building trades.

Requires working knowledge of county, municipal and state building codes and fire regulations.

Requires working knowledge in budgetary practices.

Requires ability to identify the scope of work relative to building maintenance special projects involving construction and building trades.

Requires the ability to develop, establish and maintain effective working relationships with the public, private and other governmental organization.

Requires the ability to adapt administrative directives and procedures to direct and coordinate the functions and activities of the various building trade areas in order to develop a cohesive and effective organization.

Requires the ability to exercise discretion and judgement in making important work decisions and to apply and interpret department policies and procedures.

Requires willingness to travel and possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission – July 16, 2003

Effective Date of Classification - July 16, 2003

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year