



MAINE TURNPIKE AUTHORITY

Job Description

Job Title: Building Maintenance & Sign Shop Supervisor
Department: Building Maintenance
Reports To: Director of Building Maintenance & Engineering
FLSA Status: Non-Exempt

Summary

This is responsible and technical work directing the maintenance and repair of Authority buildings and the production of Turnpike signs and Sign Shop operations, to include supervision of the Building Maintenance/ Sign Shop Foreperson and employees, and the management of vendors and contractors. Authority property spans 110 miles with over 100 buildings and 84 toll facilities. This position reports directly to the Director of Building Maintenance & Engineering or his/her designee.

Essential Duties and Responsibilities

The duties listed cover the principle duties of the position and are not all-inclusive

- Supervises all activities within department to ensure safe and efficient performance consistent with Authority, local, state, and federal safety, health, and environmental laws and regulations.
- Along with the Building Maintenance Foreman, reviews, assigns, and inspects daily departmental work including but not limited to streetlight repairs, roofing, heating system maintenance, electrical repairs, drywall and painting, plumbing repairs, remodeling efforts, flooring, sign making and installation.
- Plans and directs the activities in the production and maintenance of all Authority sign assets, including management of the sign asset database (when incorporated) layout and location of new signs, and assists in the coordination of sign projects with traffic engineers.
- Lays out and assigns carpentry, concrete, and related work in the construction and reconstruction of wooden buildings not requiring engineering design.
- Works with other Supervisors, Engineers and Authority employees working on Authority facilities to coordinate and/or assist with projects, including procuring needed traffic control from Highway Maintenance.
- Routinely inspects buildings and assists in reviewing plans and specifications for their repair and maintenance.
- Manages the inventory of the custodial supply stock and the delivery of custodial supplies to all tolls and Maintenance facilities on a routine basis; coordinates with Toll Collection and Highway/Equipment Maintenance supervisory personnel for the timely delivery of ordered supplies.
- Works with Engineering in locating Authority underground utilities prior to any digging.
- Recommends to Director when contractors or vendors are needed to supplement Authority building maintenance staff; works with purchasing to engage outside contractors and vendors, and oversees their work.
- Ensures departmental work is performed consistent with the Authority safety policies and OSHA standards, and coordinates all safety-related training with Human Resources.
- Remains current with and communicates information found in the Authority's Hazardous Communications Program (Safety Data Sheets) on an as-needed basis.
- Monitors the departmental budget and assists in addressing accounting/purchasing issues.
- Coordinates with the Environmental Services Coordinator as necessary to ensure building maintenance and repair activities are in compliance with all local, state and federal environmental laws and regulations.
- Oversees daily operations, including procurement, usage, storage, and disposal of hazardous materials and waste by subordinates.
- Performs all other related tasks as required.

Supervisory Responsibilities

Supervises the Building Maintenance and Sign Shop Foreperson and employees (at least 10) consistent with Authority rules and regulations, performs performance evaluations, and administers disciplinary action as required.

Supervises outside contractors and vendors performing work on behalf of the Authority, including Fire Alarm inspectors, HVAC technicians, electricians, garage door installers, small sewerage treatment operations, water supply systems operators, and oil burner technicians.

Required Knowledge, Skills and Abilities

Thorough knowledge of the methods, practices, materials, and equipment of the building and related mechanical trades, to include: Working knowledge of the hazards involved and safety precautions necessary in building maintenance and repair work; electrical safety; ability to plan, assign, and supervise a variety of building repair and maintenance projects; ability to inspect buildings, premises, equipment, and signs; and ability to plan, coordinate, and complete maintenance, repairs, custodial, and sign making activities in a timely manner.

Ability to read and understand policies, safety rules and procedure manuals including the Manual of Uniform Traffic Control Devices (MUTCD) and apply in the sign making and installation process; and ability to locate signs in field per plans or MUTCD if no plans are available.

Knowledge of local, state, and national building codes, mechanical/plumbing codes, and electrical codes.

Ability to read, understand, and interpret building construction plans and specifications; to apply common sense understanding to carry out instructions in written, oral or diagram form; and to deal with problems involving concrete variables in standardized situations.

Ability to order supplies and materials while maintaining continuing inventory; and ability to track costs or provide cost estimates on sign making or sign installation projects as well as building maintenance projects.

Ability to write basic correspondence and speak effectively, to accurately convey information to staff, associates, and superiors in a concise and courteous manner; and to apply good judgment in a variety of stressful situations. Must have good communication/organization skills.

Ability to apply basic mathematical and algebraic concepts such as whole numbers and fractions and to calculate figures and amounts such as discounts and percentages.

Education and/or Experience

Must have a high school diploma or General Education Degree (GED).

Supervisory experience in a wide variety of building and maintenance and construction work is required, with significant documented and demonstrated expertise in general building construction and/or one or more of the skilled Trades under the direction of this position which includes: Master electrician, licensed oil burner technician, HVAC technician, licensed propane technician, building systems/mechanical technician, master plumber, carpenter, sign maker and various semi-skilled laborers.

Must be trained or have ability to be trained as competent person within 6 months in the following, but not limited to: Scaffolding and Excavation and Trenching.

Must be trained or have the ability to be trained as competent person within 6 months in hazardous waste management; and receive annual refresher training.

A working knowledge of proper Traffic control methods and previous experience directing employees in placing and setting appropriate traffic control devices in a safe and efficient manner is preferred.

Experience with the use of Microsoft Word, Excel, and Outlook, and database management software.

Certificates, Licenses and Registrations

Must possess and maintain a valid State of Maine Class C Driver's License; CDL B license and ability to operate forklift and bucket truck preferred.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, sit and use hands. Must be able to climb and work from a ladder, and must be able to lift 50 pounds and have sufficient physical stamina to work long hours, occasionally under emergency or adverse weather conditions. Also required to drive a company vehicle.

Must pass a Pulmonary Function Test and be medically approved to wear a respirator. Must be clean-shaven at all times for proper fitting of respirator.

Protective Footwear such as heavy leather boots with minimum of (6) inches in height that meets the ANSI-Z 41 standard required.

Working Hours and Compensation

Typical hours are Monday through Friday, 7:00 am to 4:00 pm but may vary. This position is subject to working some non-routine hours. Employee must be available to come in early or work late on occasion, and is subject to call out.

Pay Range

Range 18, Supervisor Unit

Work Environment

Working conditions are those of a professional office environment and field work. While performing the duties of this job, the employee will travel the roadway and may be then exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the office work environment is usually quiet, with greater exposure to noise when working in the shop, supervising crews in the field, and traveling and meeting at turnpike sites.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.