

Position Description: Maintenance Supervisor
(Announcement number: 16/001)

Basic Function of the Position:

The employee coordinates, monitors, and/or directs all maintenance activities relating to buildings structures totally in excess of 45,000 square feet, up to three (3) residences, Motor pool, centralized HVAC systems and all other off-site facilities. The employee also serves as a high voltage electrician, and monitors contractor maintenance activities relating to high voltage (Commercial power) feed lines, diesel generators, air conditioning systems, and associated switches, breakers, and fuses. The incumbent provides direct supervision for the Machinist/Welder (FSN-6).

Major Duties and responsibilities

The incumbent oversees the repair, maintenance, installation, servicing, testing, and inspecting of motorized appliances and tools, plumbing systems, fire alarm systems, HVAC systems and antenna systems. Provides supervisory control of minor civil projects, and assists Contracting Officers and Contracting Officer's Representatives with monitor and control of the Buildings and Grounds (B&G) contract and various construction projects. Installs and maintains heavy machinery and power tools.

The incumbent oversees station and contractor efforts relating to the repair, maintenance, installation, servicing, testing, and inspecting of all types of electrical systems, including: low, medium, and high voltage power circuits; interior and exterior lighting systems; equipment, switches and controls for heating and cooling systems; and a host of other electrical appliances systems utilized by the station. Provides design recommendation for special project; plans, organizes and lays out assigned tasks; and directs the work of others.

Originates requisitions and monitors inventory of supplies, parts, and materials needed to support the station's 24/7 broadcast capability. Contributes budgetary input for the Facilities Section; estimates labor and material costs for special projects; provides performance appraisals for employees under employee's direct charge. Creates and revises technical diagrams and schematics using computer aided design (CAD) software. The incumbent reports directly to the Assistant Facilities Supervisor (FSN-10), and assumes the responsibility for this position during extended absences.