

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 003670  
Grade 24**

**MAINTENANCE RENOVATION & INSPECTION SUPERVISOR**

**DEFINITION OF CLASS:**

This is supervisory work over employees, whom perform a full range of planning, estimating, coordinating, monitoring and inspecting functions that are essential to getting maintenance and repair work, renovation and remodeling projects or installations accomplished by contractors or, in some cases, by County employees, in the trades. Assignments involve diverse structures (including mechanical, electrical, structural and finish work in primary and ancillary buildings) and infrastructure (including storage tanks and septic systems). Contacts include County employees at all levels, subordinates, contractors, and technical and construction personnel to prioritize, plan, assign and review projects of subordinates, keep key people informed, solve problems and personally manage some projects. Direct assistance to the public is provided on an incidental basis only.

An employee in this class is responsible for ensuring that the work of the unit is accomplished on time consistent with maintenance, repair, renovation, remodeling and installation requirements, budget, County procedures, applicable codes, generally-accepted trade standards, etc. and that human and capital resources are used effectively. The supervisor makes assignments in terms of functional responsibilities, resources available, desired results, key issues and general priorities. The employee is expected to prioritize, plan, assign and review the unit's work independently within this framework, resolving most of the conflicts which arise, coordinating the work with others as necessary, interpreting policy on own initiative in terms of established objectives and keeping the supervisor informed. In most assignments, the employee determines the approach to be taken and the methodology to be used. Completed work is review only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results. Guidelines are available in the form of building codes and regulations and project cost, time, materials and construction personnel estimating guides as well as such administrative guides as County procurement regulations. The employee applies appropriate guidelines based on experience in construction project management and assessment of the situation and has some latitude to adjust guides depending on conditions. An employee in this class has authority to make changes in order to resolve a variety of project management issues. Complexity in this class is characterized by planning, prioritizing and assigning a wide variety of projects in consideration of human and capital resources and other issues, value engineering to provide effective solutions while controlling costs, working through non-routine aspects of procurement (including contractor claims and contract violations), providing guidance to subordinates on accepting work/materials, rejecting the same, or possibly imposing penalties, and overseeing multiple projects by multiple contractors involving multiple trades in geographically dispersed locations in a context of competing facility user (customer) wants and needs. The employee is responsible for getting the work of the unit accomplished mainly by contractors through subordinates. The work of the unit ranges from response to daily trouble calls from County Property Managers and facility users to management of short- and long-term construction projects of moderate scope and expenditure (including certain capital

improvement projects) covering 300+ County buildings, facilities and paved areas. Work is performed in an office, field locations (inside or outside buildings or atop structures), contractor and supplier sites, and on the road between these places. Work includes some exposure to dirt, grease, foul odors, noxious fumes, loud noises, some inclement weather and other discomforting or unpleasant conditions as well as exposure to such potential hazards as sharp objects, energized electrical systems, risks of falling from roofs, scaffolding and hoists, and other risks faced by workers in the trades monitored. Care and use of gloves, safety shoes, hard hats, and/or a mask, along with situational awareness, are required. The work includes sitting, reviewing documents containing small print, talking on the telephone, other activities typical of office work, driving, walking, kneeling, stooping, bending, reading gauges, using ladders and reaching to assess work to be done and to inspect work performed in trenches, roofs, framing, etc. Most objects moved weigh up to 20 pounds, but some weigh as much as 50 to 100 pounds or require expenditure of equivalent forces.

#### **EXAMPLES OF DUTIES: (Illustrative Only)**

- Supervises subordinates who plan, design, estimate and manage renovation and remodeling projects and inspect facilities for necessary maintenance, and provides planning, initial designs and estimates for costs and materials for construction/renovation projects.
- Analyzes complex repair and improvement work orders and performs engineering/feasibility cost analyses and develops most cost-effective approaches for accomplishing projects.
- Reviews contractor's plans for conformance to County requirements.
- Prepares and negotiates contracts with contractors for construction/renovation work and monitors contractor performance, authorizing disbursement of payment as appropriate. Utilizes existing requirements contracts when feasible.
- Oversees contract technical and construction personnel in design and construction phases of project.
- Inspects work in progress and upon completion to assure compliance with contract specifications and applicable permits, codes, standards and regulations.
- Advises/works with managers of County user agencies in preparation of plans and specifications for projects, applications for permits, preparation of contracts and design and bid preparation for certain capital improvement projects.
- Develops and carries out a program of comprehensive, periodic facility inspections to develop planned maintenance and to determine and report repairs and major deferred maintenance needed in the facilities. Maintains and updates departmental priority lists of outstanding renovation and maintenance work.
- Coordinates the scheduling and reporting in the automated work order processing system.
- Prepares project reports for all assigned projects.
- Estimates costs of new work projects and recommended planned and deferred maintenance items and provides figures for budget submissions.
- Administers contractual services for janitorial, pest control, grounds and snow removal services.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of materials, equipment and methods of facilities construction and of construction trades practices and procedures.
- Extensive knowledge of preventive maintenance techniques; repair, renovation and remodeling techniques; and all applicable codes used in at least one major trade group (electrical, carpentry, plumbing, HVAC); some knowledge of applicable codes for all trade groups.

- Knowledge of property management of facilities and grounds maintenance.
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical and technical) to solve a problem. Examples include using blueprints, drawing schematics, estimating materials/labor costs and, in some instances, assessing the applicability, costs and trade-offs of new technologies.
- Skill in written communication to understand written information (including instructions, descriptions and ideas) and to express such information in writing so that others will understand. Examples include using procurement regulations, personnel regulations and union contracts or reviewing such documents as work orders and specifications, and reading warranties and general administrative information.
- Skill in oral communication to understand verbal information (including instructions, descriptions and ideas) and to express such information so that others will understand. Examples include exchanging information about capital improvement projects with engineers and progress or problems on the job with facility users (such as department director representatives), and keeping subordinates and the supervisory chain informed.
- Interpersonal skills to interact effectively with such personal contacts as engineers and architects, construction contractors, suppliers, regulators (such as staff of the Maryland Department of the Environment) and facility users in a customer-service oriented, businesslike manner.
- Skill in using a computer for Internet research, to communicate, to plan/schedule/track work, costs and funding types, to word process and to perform related functions.
- Ability to quickly learn Montgomery County procurement and contracting procedures.
- Ability to manage multi-trade remodeling and renovation projects and to solve construction related problems.
- Ability to plan, organize, assign and review project management work in the building trades.
- Ability to supervise subordinates.
- Ability to acquire knowledge of County procurement and contracting procedures regarding encumbrance of funds and time and materials contracts.
- Ability and willingness to work other than regular working hours during an emergency.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Extensive (7 years) experience in construction methods and techniques, including a minimum of two (2) years experience in construction or maintenance contract administration, project management and cost estimating.

**Education:** Graduation from high school or High School Certificate completion recognized in the State of Maryland.

**Equivalency:** None.

#### **LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

#### **PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam.

**Class Established:** January, 1981

**Class Abolished:** June, 1987

**Class Recreated:** February, 1990

**Revised:** May, 1992 (M)

March, 2002 (M)

May, 2008 (M)

August, 2013