



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate: \$15.07 / hour

Equal Opportunity Employer

POC employees have 5 days from date of posting to apply.

PERSONNEL CLASS SPECIFICATION

REVISED: 03/01/2004

JOB TITLE: Supervisor

DEPARTMENT: Facilities & Maintenance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$15.07 - \$21.63 / hour

LEVEL 20

Supervises maintenance workers performing structural, electrical, plumbing maintenance and housekeeping tasks.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Supervises, coordinates and assists in the work activities of skilled, semi-skilled and or unskilled workers performing such tasks as maintaining and repairing heating and air conditioning systems, operating equipment, electrical and mechanical systems, physical structures of buildings, housekeeping and grounds keeping tasks. Implements approved work, training and safety programs. Evaluates and disciplines subordinates.
- Orders and requisitions tools, equipment and supplies, and submits work reports.
- Ensures work is completed in a timely manner and in accordance with established procedures.
- Plans and coordinates work projects

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.
- Ten (10) years of journeyman level experience in a skilled craft trade. Three (3) years of supervisory experience in building maintenance is preferred. A B.S. Degree in a related field will substitute for four (4) years of experience.
- Demonstrated leadership qualities. Ability to plan and implement programs, policies and procedures.
- Highly developed understanding of management principles and construction projects. Analytical mind to solve and properly explain, verbally and in writing, complex problems.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have a valid Driver's License.
- Interpersonal skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to lift up to fifty (50) pounds to the waist.

