

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6235

TITLE: CHIEF, BUILDING MAINTENANCE SECTION

GRADE: S-23

DEFINITION:

Under direction, assists in planning and directing maintenance activities for County buildings and adjacent grounds; and performs related work as required.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Assists in planning and directing the maintenance, repair and cleaning of County buildings, grounds and related equipment;

Supervises and participates in the work of skilled tradesmen engaged in carpentry, painting, electrical work and other maintenance services;

Requisitions materials and equipment;

Assists with the inspection of County facilities;

Estimates cost of repairs;

Assists the director with budget planning;

Checks employee time cards and leave records;

Acts for the director in all phases of the maintenance operation during absence;

Attends meetings and conferences;

Prepares reports and correspondence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of the methods, practices, tools and materials of the major building trades;

Knowledge of administrative procedures;

Ability to plan, assign and direct the work of skilled tradesmen;

Ability to determine the time and cost estimates of materials and labor;

Ability to establish and maintain effective relationships with the public and County officials.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience equivalent to:

High school graduation or a G.E.D. issued by a state department of education, PLUS three years of experience in building maintenance and repair;

PLUS for positions that supervise, one year of experience at the supervisory level OR completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades.

ES REVISED: November 1, 2011

REGRADED: March 6, 2009

REFORMATTED/REVISED: December 3, 2007