

SUPPLEMENTAL JOB DESCRIPTION

Classification: Plant Maintenance Engineer I
Position Title: Plant Maintenance Engineer I
Position Number: 8T305

Function Code: 6981-077
Date Established: 05/21/12
Date of Last Amendment:

SCOPE OF WORK: Supervises, repairs, and maintains Liquor Commission Headquarters facility and state operated liquor stores, with primary responsibility for interior and exterior maintenance of these buildings.

ACCOUNTABILITIES:

- Plans, assigns, supervises, and reviews work of subordinate and outside contractors in the maintenance and construction needs of The Commission facilities. This includes the construction and installation of wood cabinets and displays used in stores for merchandising and displaying of products, as well as oversight of multiple projects.
- Maintains a record of maintenance work done at all locations and schedules preventative maintenance.
- Interprets blue prints and draws sketches, requisitions materials, and estimates the cost of materials and time needed to complete projects.
- Operates a variety of power tools, table saw, skill saw, sanding equipment, router, air power tools, jointer and shaper to perform custom work on cabinets and other specialized wood projects.
- Inspects work done by outside contractors, carpenters, and staff assigned to this maintenance unit; as well as prepares required reports on quality of work performed.
- Assists in the re-location and renovations of state liquor stores in order to maintain quality and appearance of store locations and re-locations.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent, plus two years of technical training or education in engineering or building trades. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in maintenance and repair or construction of buildings or facilities including one year in a supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Possession of a valid NH driver's license and/or access to transportation for statewide travel.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: Maurice Gerow #14311, Plant Maintenance Engineer II

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld MR

5/21/12

Division of Personnel

Date Reviewed