

***Maintenance & Operations Supervisor II***  
***Knowledge, Skill, Ability, and Personal Characteristic Statements***  
***Rating Results***

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
K01	Problems and practices in the operation and maintenance of extensive grounds and buildings.
K02	Kind, quality, and amounts and materials, supplies, tools and equipment required in maintenance and operation of fair facilities.
K03	Methods used in purchasing, storing, and issuing equipment and supplies.
K04	Operation and maintenance of fairground (e.g. heating, lighting, refrigeration, plumbing, electrical, etc.).
K05	Maintain equipment for heating, cooling and ventilating of large buildings.
K06	Requirements (e.g., codes, industry standards, etc.), methods, and practices of common building trades (e.g., plumbing, electrician, etc.) and crafts to meet requirement standards.
K07	Provisions of fire, safety, sanitary, and building codes applicable to fair facilities.
K08	Supervisor's responsibility for promoting equal employment opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
K09	Proper operation and maintenance of power tools and motor equipment used in connection with buildings and grounds maintenance.
K10	Personal computer functioning, including both hardware (e.g., mouse and keyboard) and software (e.g., word processing and internet applications), for creating documents, conducting research, and communicating.
K11	Personal Protective Equipment (PPE) to safely complete work assignments and provide direction/information.
K12	Organizational policies and procedures to maintain safety and security of facilities/departments, staff, property, etc.
A01	Plan, organize, and direct the work of a staff of maintenance workers in maintaining a District Agricultural Association (DAA).
A02	Assemble and prepare budget information, cost estimates, plans and specifications for construction and maintenance problems.
A03	Read, interpret, and work from plans, drawings, and specifications for construction and maintenance of new additions and established buildings.
A04	Prepare clear and concise management and supervisory reports and correspondence to provide information and/or documentation for a variety of projects and/or assignments.

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A05	Establish and maintain cooperative relations with the public or users of the fair.
A06	Analyze and identify situations accurately and take effective action.
A07	Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
A08	Orally communicate in person and via telephone in a courteous, professional manner with a variety of individuals, taking the nature of the audience into account.
A09	Make oral presentations to groups of individuals, taking into account the audience and nature of the information, to communicate information in a variety of settings (e.g. training, meetings).
A10	Operate office equipment (e.g., computers, faxes, copiers ) to complete various work tasks, including sending emails, maintaining records, etc.
A11	Maintain records and reports (e.g., timesheets, daily work orders, time reports, etc.) to provide information and documentation and to comply with departmental policies.
A12	Identify and utilize tools and equipment to perform work on projects.