



## **Building and Grounds Maintenance Supervisor (2335)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 12

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to supervise day-to-day operations and staff involved in maintenance and repair of County-owned building and grounds.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Schedules and participates in day-to-day work: determines daily tasks; estimates the resources required to complete tasks; assigns tasks to staff or contract workers, including completion deadlines; creates and issues work orders; and maintains records of project status.

Schedules and participates in project work: designs and monitors projects; creates purchase orders for contract work; conducts inspections of in-progress and completed work to ensure standards are met; authorizes payment of contractor invoices; and prepares status reports and work records as required.

Inspects grounds and equipment for maintenance, repair, or replacement issues: conducts on-site inspections, including safety inspections; inspects areas for safety, repair, or replacement issues to structures, equipment, and surface areas; and oversees maintenance, repair, and replacement work.

Maintains inventory and maintenance of equipment: ensures scheduled maintenance of equipment, vehicles and tools; ensures maintenance records are current and correct; requisitions equipment, tools and materials in a timely manner to ensure maintenance and construction schedules are met; and maintains the required inventory of tools and supplies, including personal protection or other safety equipment.

Implements and enforces safety policies and procedures: trains and advises employees and contractors on applicable policies and procedures, including safety and loss prevention; ensures adherence to policies

and procedures; ensures staff is provided with required personal protection; conducts safety inspections of equipment and vehicles; and manages loss prevention programs.

Acts a liaison between citizens, contractors, and employees: addresses citizen inquiries or concerns; meets with contractors to discuss projects before, during, and after completion to advise and ensure standards are met; and coordinates between staff and contract employees as required.

Processes a variety of documentation associated with operations, within designated timeframes and per established procedures: receives and reviews various documentation; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including daily attendance reports, work status reports, site inspection reports, and maintenance reports and logs; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with supervisor, County employees, third party service contractors, laborers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs other related duties as required.

### **Minimum Qualifications**

High School Diploma or GED required, with vocational or technical training in a building trades or related field; supplemented by three years of experience in building and grounds maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, animal attacks, or animal bites.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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