

SUPERVISOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS:

This is important supervisory work involving responsibility for efficient and high quality maintenance work in buildings and grounds. This person has charge of and performs a variety of tasks in connection with the maintenance and repair of municipal buildings and property. Work is performed according to general practices, policies and objectives outlined by administration, but the use of a considerable amount of independent judgment is required in the organization of work and in the planning and directing of others.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs, supervises and participates with assigned staff in the safe and efficient maintenance and operation of municipal buildings and grounds;
2. Participates in the selection, training and development of subordinate staff;
3. Develops, schedules and manages a preventive maintenance program designed to maintain buildings, grounds and equipment in safe operating condition;
4. Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;
5. Identifies and reports mechanical and structural deficiencies and the need for repair or replacement;
6. Investigates and reports on damage to buildings with recommendations for repair and preventative maintenance;
7. Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
8. Prepares maintenance and operation budgets and justifications;
9. Directs snow and ice control activities, tree and decorative planting and pruning, athletic field and swimming pool maintenance;
10. Prepares reports and attends meetings as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of practices, processes, tools and materials used in maintenance of buildings, mechanical, electrical and sanitary equipment; skill and aptitude as a general mechanic; ability to carry out detailed instructions; good knowledge of budgeting practices and procedures; working knowledge of safety practices in construction and maintenance; ability to draw up materials specifications; ability to read blueprints; ability to establish and maintain effective working relationships with others; ability to prepare oral and written reports; ability to analyze and develop solutions for building maintenance problems; ability to plan and supervise the work of others; good judgment; physical condition commensurate with the demands of the position.

