

ASSISTANT SUPERVISOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting in the supervision of work involving efficient and high-quality maintenance and repair work of municipal buildings and property. The incumbent also assists in preparing the operational budget and developing cost estimates. Work is performed under the general supervision of the Supervisor of Buildings and Grounds. Supervision may be exercised over the work of subordinate personnel.

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. Assists the Supervisor of Building and Grounds in the daily operations of the department, including overseeing all maintenance operations, facility construction and reconstruction projects, and seasonal and ice control activities;
2. Assists in supervising and participates in building construction work, repair, or alteration of original construction;
3. Directs, leads, and participates with assigned staff in the safe and efficient maintenance and operation of municipal buildings and grounds;
4. Leads and participates in the repair and replacement of various types of roofing and flooring;
5. Leads and works with cement including drains, sewers and cesspools, steps, foundation, etc;
6. May operate a variety of vehicles, tractor, heavy snowplow, excavator, backhoe, and related equipment;
7. Develops, schedules, and manages a preventative maintenance program designed to maintain buildings, grounds and equipment in safe operating condition;
8. Makes periodic inspections of buildings, grounds and equipment;
9. Identifies and reports mechanical and structural deficiencies and the need for repair or replacement;
10. Investigates and reports on damage to buildings with recommendations for repair and preventative maintenance;
11. Assists in preliminary plans, specifications, and cost estimates of assigned repairs and alteration projects;
12. Assists in preparing maintenance and operation budgets and justifications;
13. Directs snow and ice controls activities, tree, and decorative planting and pruning, athletic field maintenance.

ASSISTANT SUPERVISOR OF BUILDINGS AND GROUNDS (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS: (Cont'd)

Knowledge of practices, processes, tools and materials used in the maintenance of buildings, and general construction;
Knowledge of mechanical, electrical and sanitary equipment;
Knowledge of operation of variety of vehicles, tractors, snowplows, excavators and related equipment;
Knowledge of budgeting practices and procedures;
Knowledge of safety practices in construction and maintenance;
Skill and aptitude as a general mechanic;
Ability to carry out detailed instructions;
Ability to read blueprints;
Ability to establish and maintain effective working relationships with others;
Ability to analyze and develop solutions for building maintenance problems;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years in the field of construction, building trades work, or general building maintenance.

ADOPTED: 3/19/21