

Logan County

Job Description



Title:	Building & Grounds Supervisor	Grade:	24
Division:	Building & Grounds	Effective Date:	12/2022
Department:	Building & Grounds	Last Revised:	3/07

GENERAL PURPOSE

Performs a variety of **first-line supervisory and skilled** duties related to the planning, organizing, coordinating, monitoring and performing the general upkeep, maintenance and repair of county facilities and environs including project management.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides close to general supervision to Building & Grounds Maintenance Technician(s), Building & Grounds Maintenance Worker(s), Janitorial Staff and oversees contract vendors maintenance work.

ESSENTIAL FUNCTIONS

Monitors division personnel needs and assists with recruitment, selection, and training of new employees; instructs in operational and policy procedures to insure strict performance standards are adhered to.

Monitors employee performance related to specific tasks, safety, and other areas of concern; makes recommendations related to personnel actions affecting retention, promotion, discipline and discharge.

Determines daily work projects, sets priorities and delegates assignments; issues building keys to control access and improve building security.

Develops annual projections of materials, equipment, and supplies as required to assist with budget preparation; monitors division expenditures to insure conformity to established fiscal program; submits reports to commissioners of the same; develops inventory controls and monitors material usage; purchases departmental needs, negotiates with vendors.

Conducts building inspections to monitor for safety and security needs and ensure conformity to health and safety standards and building and electrical codes; works with state and federal agencies and assists with inspections of county equipment and machinery.

Creates and promotes preventative, predictive and emergency maintenance planning; assists county departments to identify maintenance projects; develops cost proposals and makes recommendations for the same; prepares bid specifications for contracted projects; monitors contracted projects to assure quality and timely completion; acts as project liaison between contractors and county commissioners; develops and negotiates maintenance contracts for special facilities and/or service needs.

Directs maintenance workers in general maintenance projects related to repair and maintenance or sprinkling systems and assigns details to maintain grounds and environs; performs and directs the monitoring of facility environmental systems, such as heating, ventilation, electrical, security, fire alarms, etc.; ensures building access during business hours, locks and unlocks facilities.

As needed, performs preventive maintenance on facility systems and equipment; maintains air conditioning system; domestic hot water systems, boilers, wall mount heating system, cooling towers, electrical systems, pneumatic controls, electrical and electronic controls, etc.; welds and fabricates repairs as needed.

Monitors and maintains electrical systems, lighting, outlets; monitors and maintains plumbing systems and components; maintains elevators; monitors facility alarm system, activates and deactivates as needed;

Monitors grounds maintenance program; engages contractors to provide ongoing grooming of grounds, lawns, decorative flower beds, etc.; monitors weed control activities.

Operates various types of maintenance equipment, i.e., backhoe, skidster, trenchers, bobcat, dump truck loader; maintains wood shop, performs general carpentry; performs concrete work, pouring and finishing projects, i.e., pads, walk ways, etc.; performs seasonal duties, i.e., snow removal.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, two (2) years of specialized training provided through formal apprenticeships, professionally sponsored workshops, vocational training, college or in-service;

AND

B. Six (6) years of experience performing above or related duties; two (2) years of which in a technical maintenance capacity is preferred;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Considerable knowledge of construction codes and standards; market conditions and materials; estimating methods; building phases related to carpentry, plumbing, masonry, electrical wiring, etc.; effective practices in floor, carpet, wood work, and fabric care and cleaning; tools, materials, and equipment essential to building maintenance, construction, repair, and cleaning. **Working knowledge of** principles of supervision; personal computer and various software applications or specialized facilities management software; interpersonal communication skills; fiscal management and budget development.

Ability to direct and control a small crew of workers performing similar duties; read and interpret blueprints; work under varying weather conditions; communicate effectively, verbally and in writing; develop effective working relationships with elected officials; subordinates, and the public.

3. Special Qualifications:

May be required to possess or obtain a Class "B" Commercial Driver's License (CDL).

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided problem solving. May be required to lift in excess of 75 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)