

GENERAL DESCRIPTION:

This is responsible buildings and grounds maintenance supervisory work involving the direction of buildings and grounds maintenance staff and the coordination of contractual services.

Work involves responsibility for the safe, effective and timely maintenance of District buildings, grounds and related facilities. Duties include directing buildings and grounds maintenance crews and coordinating District trades staff and maintenance contracts. This position also has the responsibility for making difficult buildings, grounds and related facilities maintenance procedures decisions. This work requires that the employee have good knowledge, skill and ability in buildings and grounds maintenance methods.

SUPERVISION RECEIVED:

Works under the general supervision of a manager or superintendent.

EXAMPLES OF DUTIES:

Schedules, assigns, supervises and evaluates a medium size buildings, grounds and facilities maintenance staff.

Investigates work problems and buildings, grounds and facilities conditions and determines corrective actions to be taken. Estimates costs.

Maintains inventories of equipment, materials, and supplies.

Fills out forms and reports on completed work assignments and completes employee time records. Uses a personal computer and related software as assigned.

Drafts unit budget and controls expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives; prepares estimates and layouts of work to be performed.

Performs related work as required.

TITLE: BUILDINGS & GROUNDS MAINTENANCE SUPERVISOR

CODE: 39232

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of buildings, grounds, and facilities maintenance principles and practices.

Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Some knowledge of the operation of a personal computer and software.

Good ability to communicate orally and to lead others in a work unit; some writing ability.

Some ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Good ability to supervise others in a work unit.

Considerable ability to establish and maintain effective working relationships with coworkers, contractors, vendors, other governmental agencies and the general public.

QUALIFICATIONS:

A high school diploma or equivalent plus four years of progressively responsible buildings and grounds maintenance experience and at least one year in a lead capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.