

CLASS SPECIFICATION



CLASS: Building and Grounds Supervisor
ALLOCATION: Administrative Services Department
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: December 2009

JOB SUMMARY:

Under general supervision, plans, organizes and supervises building, facility and grounds keeping maintenance activities; oversees and performs skilled maintenance work in the carpentry, painting, plumbing, electrical and heating and ventilation trades; and performs related work as assigned.

This is a supervisory skilled trade worker level in the building maintenance series. This position requires knowledge of supervisory duties and responsibilities as well as specialized knowledge, skills and abilities involved in basic repair and minor renovation maintenance as the incumbent is a working level supervisor that performs the more complex work of a full range of buildings and grounds duties.

CLASS CHARACTERISTICS:

This position reports directly to the Facilities Manager and emphasis is on supervision and performing the more complex work of the unit. This class is distinguished from Facilities Manager in that the latter has overall management responsibility for buildings and grounds maintenance, custodial services and participates in capital improvement project planning.

EXAMPLES OF DUTIES:

Essential:

- Supervises, assigns, plans, reviews, and evaluates the work of building and grounds maintenance staff; implements County, departmental and divisional policies, procedures, and service standards in conjunction with management; evaluates workforce and resource needs of assigned staff; ensures adherence to proper work safety standards, quality standards, and proper procedures, correcting errors or problems; participates in the work of subordinate staff responsible for the remodeling, maintenance, repair and upkeep of County buildings, facilities and grounds.
- Participates in the selection of staff including, conducts interviews and makes recommendations to management; completes performance evaluations of subordinate staff; evaluates staffs' job performance and conformance to regulations; provides direction and encouragement through regular feedback sessions; provides guidance to support professional development; discusses job performance problems and works to resolve problems; recommends discipline and implements discipline procedures as needed/directed.
- Serves as liaison with County departments to schedule maintenance and to discuss needs; reviews, prioritizes work orders, and issues work schedules, deadlines, and duty assignments of staff; assigns, coordinates, supervises, and reviews work performed or in progress to ensure maintenance of standards and compliance with laws, codes and regulations.
- Provides or coordinates staff training; trains and instructs staff in job duties and County, departmental, divisional policies and safe work practices or arranges for training to be provided; ensures new staff are properly trained in safety and departmental policies and procedures; prepares worker accident reports; identifies and resolves safety hazards for staff; maintains safety records.
- Maintains equipment, tools and supplies in good working order; ensures that safe work methods and safety precautions are observed; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments; maintains necessary and legal records on assigned personnel, machinery, pumps, generators, electrical motors, equipment and utility systems used in County building and grounds maintenance.
- Assists in the development and implementation of unit goals, policies, procedures and work standards; assists with defining, designing, implementing, and evaluating staff training and development programs, customer service initiatives and performance measurement criteria.
- Performs troubleshooting, repair, maintenance, installation and adjustment to a variety of County mechanical and electrical systems.
- Install, modifies and repairs plumbing and piping systems, including water supply lines, valves and fixtures, as well as drain, waste and vent systems.
- Fabricates parts and fittings; makes assemblies and repair units used in maintenance work from work orders, specifications, sketches, manuals and verbal instructions.
- Oversees the mitigation of hazards to promote a safe working environment for all employees; reviews safety of the work environment; responds to complaints about safety issues; recommends remedies; conducts or coordinates

- related training; identifies the need to develop or revise safety plans.
- Conducts and inspects facilities for needed repair and renovation.
- Approves requests for time off and prepares weekly time cards to ensure proper billing of services.

Important:

- Compliance with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a County motor vehicle.
- Travel to multiple County sites frequently.
- Uses standard office equipment, including a computer, in the course of the work.
- Attends and conducts a variety of meetings as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- The operation and repair of building mechanical and electrical systems.
- County and departmental operations, terminology, rules, policies and procedures.
- Principles and processes of providing good customer service including, customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Basic project management, development and review.
- Principles and practices of building maintenance and inspection.
- Methods, practices and techniques required for the maintenance and repair of buildings and grounds.
- Uniform Building Codes in terms of locating and interpreting specific codes as necessary.
- Standard tools, methods, practices and materials involved in one or more of building trades such as carpentry, painting, plumbing, electrical, or heating and air conditioning.
- Plumbing and electrical systems in County buildings.
- Landscaping, plant propagation, soils, insecticides and garden tools.
- Principles and practices of work safety.
- Pertinent federal, state local laws, codes and regulations.
- Legally-mandated safety programs, including federal and state safety regulations (Cal-OSHA).

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Prioritizing incoming repair and maintenance requests.
- Scheduling, organizing and coordinating workloads and staff to meet project deadlines.
- Training staff in safety work procedures.
- Recognizing the need to develop or update safety plans and procedures.
- Locating conditions which require maintenance and repair work.
- Operating office equipment including computers and supporting word processing, spreadsheet, and database applications.

Ability to:

- Plan, organize and coordinate the maintenance and repair of County buildings and grounds.
- Interpret and apply federal, state and local policies, laws and regulations.
- Develop effective and safe work procedures.
- Read blueprints, floor plans and related architectural drawings.
- Use tact, patience and courtesy.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment including a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Perform physical activities that require considerable use of arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, kneeling, crouching and crawling.
- Lift, carry, push and/or pull equipment and supplies weighing up to 25 pounds on a routine basis.
- Lift, carry, push and/or pull equipment and supplies weighing between 40-80 pounds, occasionally.
- Lift, push and/or pull equipment and supplies weighing up to 100 pounds with proper equipment.
- Operate a variety of tools, equipment and vehicles used in performance of daily tasks.
- Frequently walk, stand, or crouch on narrow, slippery and erratically moving surfaces.
- Frequent work on ladders, in confined or awkward spaces and at considerable heights.
- Travel to other locations using various modes of private and commercial transportation.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a standard office setting, an outdoor field environment with travel from site to site and industrial environments including building machinery rooms, attics and building access areas.
- Work extended hours including evenings, weekends and holidays, including emergency response.
- Exposure to all weather conditions and machine noises.
- Occasionally exposed to fumes or airborne particles, high precarious places, and toxic or caustic chemicals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Special Requirements:

- Successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting.

MINIMUM:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain it throughout employment.

Education and Experience:

Equivalent to high school graduation and four years of responsible experience in building and grounds maintenance or the repair and construction of buildings with at least one year of supervisory experience.

PREFERRED:

Licenses and Certification:

- Possession of a welding certification, HVAC certification, pesticide / herbicide certification, electrician certification, and/or other building trade certifications related to the work.

Education and Experience:

In addition to the minimum, additional years of progressively responsible experience in buildings and grounds maintenance or the repair and construction of buildings, four or more years experience as a supervisor in the field, and technical skills in trades (i.e. welding/HVAC/electrical) coupled with the appropriate certification.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Department Head
Date:

Personnel Approval: Analyst
Date:

Signature: _____

Signature: _____