

CLASS CODE: 110905
PAY GRADE: 25
UNIT: Management/Supervisory
FLSA: Exempt

BUILDING & GROUNDS SUPERINTENDENT

Distinguishing Features Of The Class:

Under limited supervision, performs responsible administrative/supervisory work developing/ implementing/directing proactive programs for the maintenance, repair, construction, and alteration of county buildings, grounds, and equipment. This is a division level management position responsible for organizing, directing, and reviewing the work of staff assigned to the custodial, maintenance, engineering, and grounds units. Supervision is exercised over subordinate supervisors, skilled trades, maintenance, and custodial staff.

Illustrative Examples Of Work:

1. Supervises/evaluates the work of staff; effectively recommends personnel actions related to selection, performance review, discipline, work schedules and assignments, and administers personnel and related policies/procedures.
2. Organizes, schedules, assigns, supervises, and coordinates, directly or through subordinate supervisors, all building/grounds maintenance activities; provides technical advice/assistance on maintenance/repair activities; reviews/approves project plans/specifications; coordinates with maintenance, engineering, custodial, and grounds supervisors on maintenance requirements; establishes job priorities and time frames.
3. Plans/develops standard work methods/procedures; instructs employees in proper work methods; provides in service training programs to develop staff.
4. Develops/schedules immediate/long range plans for the repair/replacement of furniture, furnishings, and equipment; develops/implements/administers a preventative maintenance program for buildings, facilities, and equipment; responsible for the roofing, recycling and inventory control programs.
5. Ensures the timely/efficient maintenance, repair and renovations of county buildings, equipment, and grounds; receives/investigates emergency calls on plumbing, line leaks/stoppages, and equipment breakdowns; coordinates with county officials to identify facility maintenance needs.
6. Inspects maintenance/repair work in progress for quality of workmanship/compliance with specifications; monitors facilities/premises to ensure that they remain safe, secure, and well maintained; identify needs for repair; ensures compliance with Local, State, and Federal safety, health regulations and building codes.
7. Prepares the budget for the division/controls the expenditure of allocated funds; controls purchases of building/maintenance supplies, machinery, equipment/tools and capital expenditures.
8. Participates in developing the county's long term Capital Improvement Plan, current capital improvement projects, and annual plan for continuing major building renovation/repair work.
9. Maintains records, directly or through subordinates, for division staff concerning hours worked, sick leave, vacation, overtime, compensatory time off; supervises maintenance of time, material, and equipment use records, preventative maintenance schedules and replacement programs.
10. Estimates labor/material costs, makes working sketches, and prepares itemized costs sheets for proposed equipment purchases/repairs, remodeling and work projects; supervises the maintenance of job reports/cost sheets on work performed by the division.

11. Prepares reports, specifications, and change orders for management review; monitors service/construction contracts to ensure work is in accordance with specifications/cost effective; may perform construction management duties for contracted projects.
12. Performs other duties as assigned.

Required Knowledge, Skills, And Abilities:

- Considerable knowledge of the standard practices, processes, materials, and equipment used in the maintenance, repair, construction, and improvement of public buildings/ grounds.
- Considerable knowledge of the hazards involved and safety precautions necessary in building maintenance/repair.
- Knowledge of State and Federal Occupational safety & Health rules/regulations, City Building Codes, Uniform Building Code, and EPA regulations relating to building safety/refrigerants.
- Knowledge of proper cleaning procedures/custodial operations.
- Knowledge of HVAC/plumbing systems/equipment.
- Knowledge of the principles/practices of personnel management and effective supervision.
- Knowledge of personal computers and word-processing/spreadsheet software applications applicable to facilities management operations.
- Knowledge of the principles/practices of budget preparation/administration.
- Familiarity with inventory control/government procurement procedures.
- Skill in organizing/delegating work so as to control multiple programs simultaneously.
- Ability to devise improved methods, schedules, and work procedures for optimum use of manpower, physical/fiscal resources.
- Ability to inspect buildings, premises, and other facilities to determine appropriate maintenance/repair requirements.
- Ability to read, understand, and interpret engineering plans/blueprints/schematics/construction drawings.
- Ability to prepare time/material/cost estimates.
- Ability to maintain/interpret/analyze operational records/data.
- Ability to assess the feasibility of proposed construction/alteration projects.
- Ability to communicate effectively both verbally and in writing.
- Ability to adapt to stress produced by frequent changes in requirements/deadlines.
- Ability to establish/maintain effective working relationships with employees, public officials, and the general public.
- Ability to climb ladders, work in confined spaces at various elevations, walk on uneven surfaces, and perform physical labor in inclement weather.
- Ability to maintain a valid State of Iowa driver's license.

Training And Experience:

- Graduation from an accredited four year college or university with major course work in architecture, engineering, construction/facility management, public/business administration or related field, and
- Three years of experience in the building/maintenance trades including experience in supervision, planning, and scheduling the work of skilled trades/maintenance personnel, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills and abilities.
- Additional experience may substitute for the educational requirement on a year for year basis.

Special Requirement:

- A criminal background check may be required.

Adopted: 7/1/86
Revised: 3/24/01
Revised: 10/13/08

