

**BUILDINGS AND GROUNDS SUPERINTENDENT****DEFINITION**

Under direction, plans, coordinates, schedules and directs buildings, custodial and grounds maintenance programs for the Placerville or Lake Tahoe areas; plans, coordinates, schedules and directs the maintenance programs for County facilities; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class, through subordinate supervisors, manages the day-to-day activities of work crews engaged in a variety of technical and general maintenance and repair and custodial responsibilities for County facilities. This class is distinguished from the Deputy Director of Maintenance in that the latter has division level responsibility for the overall administration of maintenance and repair for County facilities.

**EXAMPLES OF JOB DUTIES (Illustrative Only)**

- Plans, organizes, coordinates, administers and directs work on the maintenance of County facilities; assists in developing and directing the implementation of goals, objectives, policies, procedures and work standards for the division; provides for staff training and development.
- Utilizes personal computers to track facility and grounds maintenance and repairs for costs and scheduling.
- Prepares estimates of the staffing, material and equipment requirements for projected activities; provides technical assistance to staff.
- Inspects and evaluates work being performed; identifies problem areas and directs remedial action.
- Directs the selection, supervision and work evaluation of assigned staff; recommends disciplinary action or dismissal; resolves a variety of routine personnel administrative matters.
- Personally responds to inquiries and complaints from the occupants of County facilities; attends meetings with other departments, and outside agencies.
- Prepares or reviews and maintains a wide variety of written and computerized reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests and requisitions.
- Investigates legal claims against the County related to division activities and prepares reports of findings.
- Assists the Deputy Director of Maintenance in preparing and administering budget for division activities.
- Directly supervises various crew supervisors assigned to division activities.
- Researches new operational methods, techniques and equipment and recommends their application.
- Ensures that activities are carried out in a safe and efficient manner.
- Reviews or prepares plans and specifications for contract work and inspects work performed to determine compliance to standards; administers contracts.
- Develops, reviews and updates public works programs and policies and written maintenance instructions and schedules.
- Coordinates activities with those of other divisions, departments, outside agencies and contractors.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of employee supervision, including selection, training, work evaluation and discipline.

Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.

Principles and practices of budget development and administration.

Applicable laws and regulations.

Theories, principles, methods and equipment used in facility and grounds construction and maintenance related public works projects.

Safety practices, safe work methods and safety regulations related to the work.

### **Skill in:**

Planning, organizing, coordinating, directing, assigning and evaluating the work of others.

Selecting, motivating, and evaluating staff and providing for their training and development.

Analyzing complex technical and administrative problems, evaluating alternatives and recommending or adopting effective courses of action.

Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Preparing clear and concise records, reports, correspondence and other written materials.

Exercising independent judgment within general policy guidelines.

Establishing and maintaining effective working relationships with staff, citizens, and a variety of public and private organizations.

### **Other Requirements:**

Must possess a valid driver's license. Must be willing to work outdoors in all weather conditions and to work evening, night, weekend and holiday shifts as required.

### **Education and Experience:**

Five years of progressively responsible experience in the maintenance, operation and facility management and three years of supervisory experience at a level equivalent to the County's class of Building Operations Supervisor or Grounds Maintenance Supervisor.

**NOTE:** The above qualifications are typically accepted ways of obtaining the required knowledge and skill.