

## **BUILDINGS & GROUNDS MAINTENANCE SUPERVISOR**

**PURPOSE:** To ensure that City-owned buildings and grounds, including gardens, parks, trails, fields and their related amenities, are maintained in a safe and sanitary manner.

**FUNCTIONAL AREAS:** Under the general direction of the Manager, Maintenance Operations:

1. Supervise assigned staff.
  - \* A. Prioritize, assign and direct work and projects.
  - \* B. Coordinate work schedules and approve or reject leave requests.
  - \* C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
  - \* D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
  - \* E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
  - \* F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
  - \* G. Effectively recommend adjustments or other actions in employee grievances.
  - \* H. Delegate authority and responsibilities to others as needed.
  - \* I. Disseminate instructions and information to employees through oral and written communications.
2. Develop and implement building and grounds maintenance programs.
  - \* A. Develop and monitor program budgets.
  - \* B. Research and design landscape plans.
  - \* C. Plan and coordinate construction and maintenance within assigned programs.
  - \* D. Conduct regular inspections of buildings, grounds, parking lots and parking ramps for compliance with maintenance standards, and arrange for necessary work to be completed.
  - \* E. Coordinate the sidewalk snow removal enforcement plan by performing inspections, contacting residences/businesses out of compliance, and contracting and billing for snow removal work as necessary to enforce City ordinance.
  - \* F. Order supplies and materials necessary to complete required work.
  - \* G. Maintain required records and prepare reports as necessary.
3. Perform related duties as assigned.
  - \* A. Attend City and related community meetings as assigned.
  - \* B. Provide assistance to various community groups as necessary.
  - \* C. Respond to customer inquiries, requests, and complaints.
  - \* D. Operate equipment and perform maintenance tasks when necessary.
  - E. Perform related tasks as assigned.

### **JOB REQUIREMENTS**

#### **Education & Experience Requirements**

- ◆ A. Education and/or experience equivalent to a four-year horticulture degree plus two (2) years of building and/or grounds maintenance experience, including at least one year of experience in a lead capacity.

License Requirements

- ◆ A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.
- B. Ability to obtain a Minnesota Class "B" commercial drivers' license within one year of hire date.
- C. Ability to obtain a Pesticide Applicator's license within one year of hire date.

Knowledge Requirements

- ◆ A. Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.
- ◆ B. Knowledge of horticultural processes and practices related to turf, garden and tree maintenance.
- ◆ C. Knowledge of the methods, materials and equipment used in janitorial work.
- ◆ D. Knowledge of effective supervisory practices.
- ◆ E. Basic knowledge of budgeting methods, principles and practices.

Skill Requirements

- ◆ A. Skill in landscape construction and maintenance work.
- ◆ B. Skill in custodial work.
- ◆ C. Skill in directing and supervising the work of others.
- ◆ D. Skill in effectively communicating, orally, electronically and in writing.

Ability Requirements

- ◆ A. Ability to develop and manage a budget.
- ◆ B. Ability to establish and maintain effective working relationships with supervisors, employees, community organizations, media and the general public.
- ◆ C. Ability to read and interpret plans and specifications related to the development and maintenance of buildings, grounds, and parks.
- ◆ D. Ability to inspect buildings, premises and other buildings to determine maintenance/repair needs.
- ◆ E. Ability to perform basic mathematical calculations.

Physical Requirements

- ◆ A. Ability to work outdoors in a variety of weather conditions.
- ◆ B. Ability to occasionally lift and carry equipment and supplies weighing up to 50 pounds.
- ◆ C. Ability to occasionally work in dusty and/or dirty conditions.
- ◆ D. Ability to attend work on a regular basis.

- \* Essential functions of the position
- ◆ Job requirements necessary the first day of employment

HR: JA	Union: Supervisory	EEOC: Skilled Craft	CSB: 20091020	Class No: 1719
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