

## **Buildings & Grounds Maintenance Supervisor**

**FLSA Status:** Non-Exempt

**Last Revised:** August 16, 2019

**DEFINITION:** Under general supervision, serves as lead person and performs a combination of technical, semi-skilled and skilled crafts, and grounds maintenance work including operation and maintenance of equipment and machines to maintain Town buildings, vehicles and grounds; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** As a lead worker, a person in this class is distinguished from the Building and Grounds Maintenance Worker in that this person has responsibility for lining out work for projects by assigning crews, determining equipment and materials, providing oversight and direction to volunteers, community service workers, or temporary/seasonal employees; verifying the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification; scheduling maintenance and repair of automotive and construction equipment; and maintaining records of all equipment repairs and reviewing projects during process as required

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Coordinates activities of staff and the availability of equipment and material; provides guidance and instruction to staff in the use of equipment and in the performance of specialized tasks; sets priorities; assigns work according to skills of staff and monitors progress of projects; estimates resources needed to complete carpentry, plumbing, electrical, and heating and air conditioning systems work; recommends contracting for work when appropriate.
2. Verifies the work of assigned employees for accuracy, proper work methods, and compliance with applicable standards and specifications.
3. Prices and orders parts, supplies, and materials necessary for the regular and recurring activities and for special projects as required; maintains records of materials purchased, materials used, work performed, and inspections made.
4. Maintains Town buildings by repairing, replacing, installing, and maintaining components of plumbing, electrical, mechanical and structural components of buildings; installs and replaces window glass; repairs and replaces roofing materials; builds forms for cement work; pours and

- finishes cement; installs and repairs drywall plastering; paints; welds, cuts, and fabricates materials.
5. Maintains heating and air conditioning systems; changes filters and pads; lubricates and cleans components; starts and secures systems for changes in season.
  6. Installs and maintains fences and gates.
  7. Operates motorized equipment to include but not limited to graders, backhoes, snowplows, water trucks, street sweepers, dump trucks, post diggers, jackhammers, basic welding equipment, and other construction or maintenance equipment and vehicles.
  8. Maintains and repairs Town vehicles and equipment; performs engine tune-ups, rebuilding, and overhauling; performs safety inspections on vehicles and equipment; performs preventive maintenance on vehicles and equipment, including lubricating and replacing worn parts.
  9. Fertilizes, irrigates, mows, thatches, and otherwise cares for lawns; plants, prunes, removes and other cares for trees, shrubs, and other landscape plants; rakes and removes leaves, limbs, and other debris.
  10. Installs, maintains, and repairs irrigation systems.
  11. Moves furniture, records, and office fixtures; installs curtains, blinds, dispensers, and other office fixtures; repairs doors and locks; repairs and changes lighting fixtures.
  12. Maintains, repairs, and installs playground equipment.
  13. As needed, assists in the maintenance and repair of Town water and wastewater systems to include water main breaks, waste system spills and cleaning, and sampling and monitoring of the water system for chlorine content.
  14. Assists in the maintenance of swimming pool facilities; cleans pools, monitors and maintains pool filtration systems, tests water samples and adjusts chemistry as needed to maintain standards.
  15. Maintains regular communication with department heads, administrators, and support staff to obtain and relay information and ensure that repair and maintenance problems are resolved efficiently.

## **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

### ***Knowledge of:***

- Assigning and reviewing work;
- Determining supplies and materials needed for projects;
- Pricing and ordering processes for maintenance supplies and parts;
- Methods, materials, equipment, and tools used in the construction, maintenance, and repair of buildings and grounds;

- Safety and operating procedures for buildings and grounds maintenance and repair activities;
- Occupational hazards and safety practices related to the application of pesticides and fertilizers;
- Hand and power tools common to the Town and park trades;
- Principles, workings, and parts of gasoline and diesel engines, electronic controls, electrical systems, fuel and hydraulic systems, transmissions, generators, pumps;
- Basic plumbing, electrical, carpentry, welding, and vehicle mechanic principles and practices related to the maintenance and repair of Town buildings, grounds, equipment, real installed equipment, and vehicles;
- Basic principles, practices, methods, and materials used in maintenance and operation of water and wastewater systems;
- Laws and regulations governing the operation of municipal water and sewer treatment facilities and the related collection, distribution, and storage facilities;
- Occupational hazards and safety practices related to water and wastewater system operation, maintenance, and repair;

*Skill to:*

- Operate various hand and power tools for use in semi-skilled and skilled crafts; vehicle and equipment repair and maintenance;
- Operate motorized vehicles for testing and diagnostic purposes; and
- Use and/or operate pickups, passenger vans, motorized equipment to include but not limited to graders, backhoes, snowplows, water trucks, street sweepers, dump or flatbed trucks, post diggers, aerial platform equipment, and related equipment.

*Ability to:*

- Train other staff in work methods;
- Give clear directions to and monitor the productivity of others assigned to projects for which incumbent is responsible;
- Lead others and participate in the construction, maintenance, repair and operations consistent with building and maintenance projects;
- Work effectively under the pressure of deadlines and emergencies;
- Use the tools and materials of the building crafts and trades;
- Use grounds maintenance equipment and perform grounds maintenance tasks;
- Establish and maintain effective preventive maintenance programs, policies, and procedures;
- Maintain swimming pool equipment including chlorination system, pumps, boilers, valves, filtration devices, gauges, etc.;
- Acquire skills in new trades and use different tools;

- Carry out written and verbal instructions;
- Work independently and as part of a crew;
- Use a personal computer, telephone, and mobile or portable radio;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with employees, supervisors, vendors, and the public; and
- Operate equipment in a safe and efficient manner.

### ***Required Certifications and Licenses:***

Must possess and maintain a valid driver license to cover operation of public work vehicles. Possession of, or ability to obtain/renew and maintain a valid Class B driver license and any required endorsements to operate public work vehicles, and to transport equipment and supplies to work sites throughout the town. Possession of, or ability to obtain/renew Licensed Government Pesticide Applicator Certification. Possession of, or ability to obtain/renew Pool Operator Certificate. Possession of, or ability to obtain/renew and maintain a Grade I Wastewater Treatment Plant Certificate and Grade II Water Distribution Certificate, both issued by the State of Nevada, within one (1) year of date of employment.

### ***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Three years of experience performing building and grounds construction and maintenance work, which included performing a broad range of plumbing, electrical, carpentry, and welding work, and resulted in journey level proficiency in at least two building trades, progressively responsible experience performing automotive and/or equipment maintenance or repair that includes specialized training in automotive or engine technology, and preferably one year which was in a lead or supervisory capacity.

### ***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and coordination to operate vehicles and equipment for long periods of time; walk on uneven and slippery surfaces; perform repetitive and jarring motions which include use of controls with hands and feet and use of heavy hand and power tools; climb up and down steps and ladders; reach to perform work such as hammering, adjusting, and making repairs to buildings and

equipment; strength to lift and carry materials, tools, and equipment weighing in excess of 50 pounds with proper equipment/assistance; visual acuity sufficient to operate tools and equipment in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to use tools, maneuver equipment, and determine position of parts; hearing capability to distinguish changes in operation of motors and other equipment; performs manual tasks associated with cleaning or unclogging sewers and/or storm drains. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions.

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, wind, and dust. Frequent exposure to noise, dust, fumes, odors, and vibrations. Potential exposure to toxic chemicals and solvents such as herbicides and/or pesticides, paints, and cleaning materials. The noise level in the work environment is often loud. Incumbents frequently work near moving mechanical parts and are exposed to working near or around loud engine noises. Frequent exposure to petroleum product vapors as well as skin contact with petroleum products. Occasional work in confined areas. Work may be performed independently and may be in isolated geographic areas. Frequent interruptions to planned work may occur.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

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Employee's Signature

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Date Signed

The job description does not constitute an employment agreement between the Town and employee. It is subject to change at any time by the Town at its sole discretion.