

Sevier County Job Description



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| Title: Building & Grounds Supervisor | Department: Building & Grounds |
| Grade: 18 | FLSA Status: Non-Exempt |
| Job Code: 180 | Effective Date: 01/12 (Last Revised 06/19) |

GENERAL PURPOSE

Performs a variety of **first-line supervisory and semi-skilled** duties related to performing and coordinating daily maintenance of county Administration Building, grounds and related surroundings.

SUPERVISION RECEIVED

Works under general direction from the Sevier County Commission and general supervision of the County Executive.

SUPERVISION EXERCISED

Provides close to general supervision to Custodian(s).

ESSENTIAL FUNCTIONS

- Performs ongoing administrative duties related to planning, organizing and managing building and grounds maintenance and upkeep;
- Prepares and recommends annual budget;
- Monitors expenditures to ensure compliance with established fiscal guidelines and limitations;
- Implements work priorities and schedules, assigns work routines and monitors work in progress;
- Inspects completed custodial work to assure conformity to quality standards;
- Conducts various inspections of HVAC, electrical, lighting, plumbing, fire equipment system and other building systems to determine the most cost-effective means of maintenance, repair or replacement and makes repairs as needed;
- Performs general remodeling as needed;
- Coordinates contract services for major projects and may negotiate contracts for services;
- Performs as lead worker on projects;
- Monitors preventive maintenance schedules on custodial equipment ensuring effective operation and serviceability;
- Monitors inventory of custodial materials and equipment and orders supplies as needed;
- Performs facility care and routine cleaning tasks based on the implemented schedule;
- Uses cleaning supplies and equipment to keep the interior of the office building looking clean and professional;
- Performs general facility security checks and checks door locks and other systems for proper operation;
- Opens and closes doors, allowing access to facilities during regular work hours;
- Sets up for special events, moves tables, chairs, and podiums;
- Assembles tables and miscellaneous furniture upon delivery, signs for deliveries;
- Replaces burned out lamps, ballasts, switches, plugs, etc.;
- Assures operation and maintenance of automated sprinkler systems and water pumps;
- Monitors general condition of grounds;
- Performs seasonal duties such as winterizing sprinkler systems to avoid freezing, snow removal, deicing, flushes watering systems in spring, and repairs other equipment and facilities;
- Coordinates and participates in planting of lawns, trees, shrubs and other greenery;
- Evaluates diseases and analyzes and makes decisions for the treatment of unhealthy trees, shrubs and related greenery;
- Keeps records of key system and makes keys as necessary;
- Adhere to the company's safety policies and performs routine safety training to create a safe work environment for everyone.

MINIMUM QUALIFICATIONS

1. **Educations and Experience:**

Graduation from high school or equivalent, plus one (1) year specialized training related to various maintenance disciplines such as plumbing, carpentry, electrical, mechanical, recreation, horticulture, landscaping or a related field, plus five (5) years of experience in above related duties.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of

- General architectural principles and practices;
- Facilities maintenance;
- HVAC, SDS safety precautions, carpentry, plumbing, mechanical and electrical engineering;
- Current methods, principles and practices of building construction, maintenance and repair, including OSHA compliance;
- Equipment and materials used in construction and maintenance operations;
- Price trends and grades or quality of materials and equipment;
- Landscape and sprinkler system design;
- Flow pumps;
- Hazards and safety precautions common to maintenance and repair activities and associated with equipment operations;
- Turf and greens management.

Some knowledge of

- Legal environment related to safety and risk management practices and principles;
- Current building codes, standards;

Skill in

- Operation of various types of light equipment such as mower, 4x4 and 4x2 trucks, snow plow, etc.,
- Basic mechanics, basic electrical and plumbing operations, basic carpentry.

Ability to

- Plan, coordinate, direct and supervise personnel;
- Interpret regulations common to building, safety and risk management operations;
- Establish and maintain effective preventive maintenance programs, establish and upgrade SDS precautions worksheet, policies and procedures;
- Read and understand blueprints;
- Budget, maintain records, and prepare reports;
- Effectively utilize personal computer, including word processing, spreadsheet, printers, calculator, fax machine, copy machine and telephone;
- Communicate effectively verbally and in writing;
- Maintain effective working relationships with employees, supervisors, vendors and the public.

3. Special Qualifications:

- Must possess a valid Utah Drivers license.
- Must be available for 24 hour emergency call out.
- Resident of Sevier County.

4. Work Environment:

- Workers in the position regularly work in both indoor and outside weather conditions.
- Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting (frequently move up to 50 pounds and occasionally move up to 100 pounds).
- Talking, hearing and seeing essential to the performance of the job.
- Common eye, hand, finger dexterity needed.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- Mental application utilizes memory for details, verbal instructions, discriminating thinking and creative problem solving.
- Frequent local travel required in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)