

# BUILDING AND GROUNDS SUPERVISOR

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Position Code: 1660

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 350

Location: Parks and Recreation

Approval Date: 2017

## **General Statement of Duties**

Performs responsible supervisory duties in the maintenance and care of Town property and grounds.

## **Distinguishing Features of the Class**

An employee in this class is responsible for the scheduling and supervision of employees involved in the maintenance and repair of Town buildings and grounds. Grounds may include parks, cemeteries, golf course, athletic fields, or general green space. Work involves budgeting, supervising, and the development of work programs to respond to needs. Work includes ensuring that all personnel know and follow safety procedures; also the maintenance and agronomic operations for the town including cost control and personnel. This employee must coordinate work with other Town employees and contractors. Considerable latitude and independent professional judgment and initiative are required in establishing effective systems and managing personnel. An employee is subject to hazards in the work including indoor and outdoor environmental conditions; significant noise and vibrations; physical conditions such as proximity to moving mechanical parts, and exposure to high heat, chemicals, oils, fumes, dusts, odors, or poor ventilation. In some jobs, duties may expose the employee to human body fluids and thus the work is subject to level III of the OSHA requirements on bloodborne pathogens. Tact and courtesy are required in contacts with all people. Work is performed under general supervision of the Building and Grounds Superintendent or Golf Course Manager and is evaluated through conferences, observation, and according to the effectiveness of maintaining the buildings, grounds and equipment in satisfactory condition.

## **Duties and Responsibilities**

Schedules work and assign crews assuring all work is completed within established deadlines; evaluates and inspects completed work; and prioritizes work.

Prepares budget and monitors expenditures.

Instructs employees in proper work procedures, hazards, and safety precautions; provides feedback and quality assurance.

Prepares and maintains daily work reports, makes and adjusts work assignments.

Supervises workers in the repair and maintenance of Town property, recreational grounds, and/or cemeteries.

Ensures work orders are complete.

Completes reports and update records manually and through the use of computer software programs.

Develops the fertility, herbicide, fungicide, and insecticide programs used on turf.

May maintain and operate a computer-controlled irrigation system.

Performs on-call duties for evenings, holidays and weekends. In some positions, work may include weekends as part of a regular schedule.

Other duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Extensive knowledge of the principles and practices of repair and maintenance of Town properties and grounds, which may include the golf course or cemeteries.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of budgeting and purchasing procedures.

Considerable knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate records.

## **Physical Requirements**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and heavy construction equipment, and to read and prepare records.

## **Minimum Education and Experience**

An Associate's Degree with course work in turf management or related field and five to seven years of related supervisory experience; or an equivalent combination of education and experience.

## **Special Requirements**

North Carolina driver's license

NC pesticide license